

Effective 1 December 2000

**CALIFORNIA ARMY NATIONAL GUARD  
OFFICER AND WARRANT OFFICER  
PERSONNEL ACTIONS**

FOR THE GOVERNOR:

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**Summary.** This pamphlet provides procedures for processing all applications for Federal Recognition and related personnel actions. It is designed to provide specific guidance to elements of the California Army National Guard.

**Applicability.** This pamphlet applies to the California Army National Guard.

**Supplementation.** Supplementation of this pamphlet is prohibited without prior approval of the Director of Military Personnel, California Army National Guard.

**Suggested improvements.** Users of this pamphlet are invited to send comments and suggested improvements directly to CAMP-OPMS in memorandum format.

**Distribution.** Distribution of this circular is for Army - A and Air Force - F.

**History.** This pamphlet supercedes and replaces CA-ARNGR 600-100, dated 6 March 1986.

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## **Responsibilities**

## **Officer Personnel Management Branch**

The Officer Personnel Management Branch is responsible for processing all officer personnel actions and ensuring they are in strict compliance with governing regulations. The Branch is responsible for managing all State level officer boards. The Branch serves as the interface between units of the California Army National Guard and National Guard Bureau for Officer and Warrant Officer personnel actions. The Branch will provide guidance to commanders and individual officers concerning career development and officer issues.

## **Commanders**

All commanders are responsible for the proper utilization, mentoring and the accurate and timely evaluation of their assigned officers. Commanders are personally responsible for ensuring that Officer Evaluation Reports are completed within the established time lines of AR 623-105 and are accurate evaluations of each officers performance and potential. Commanders must manage their assigned officers to develop them for positions of greater responsibility. Commanders must monitor their subordinates' level of military and civilian education to ensure that they complete the requirements for promotion. They must ensure that their subordinates are qualified to compete for promotion with their peers when they enter the zone of consideration by Department of the Army mandatory promotion boards. They must mentor their subordinates to foster professional development. Commanders are responsible for monitoring the promotion of Second Lieutenants to First Lieutenants and Warrant Officers One to Chief Warrant Officer Two to ensure that they are promoted on schedule.

## **Individual Officers**

Each officer assigned to the California Army National Guard is personally responsible for the accuracy of their Official Military Personnel File (OMPF) and their Military Personnel Records Jacket (MPRJ). The OMPF is maintained in electronic and microfiche format by National Guard Bureau. Officers can contact the state Officer Personnel Management branch to obtain a copy of their OMPF. The MPRJ is maintained by the Officer Personnel Management Branch and is available for review at state headquarters. These records are utilized by the state headquarters for officer management decisions and by the Department of the Army for mandatory promotion boards. Officers are responsible to familiarize themselves with Department of the Army Pamphlet 600-3, which outlines the career development pattern for each branch and functional area. Warrant Officers are responsible to familiarize themselves with Department of the Army Pamphlet 600-11, which outlines the career development pattern for each warrant officer military occupational specialty. These publications are available through publication distribution channels.

## **CHAPTER 1**

### **PROFESSIONAL DEVELOPMENT**

#### **1-1. PROFESSIONAL DEVELOPMENT**

*a.* The development of the professional attributes and technical capabilities of each officer to meet the needs of the Army is accomplished through planned institutional training, progressive operational assignments and self-development.

*b.* The Army National Guard in peacetime prepares for war and accomplishes other missions as directed by state and national leadership. As such, professional development of officers is keyed to ensure that they are properly trained. This training is needed so that military objectives can be obtained in support of the various state and national objectives.

*c.* Throughout an officer's career, institutional training, experience, assignments and promotions are aimed to professionally develop the officer toward the goals of combat readiness and peacetime mission accomplishment.

#### **1-2. PRIMACY OF ARNG REQUIREMENTS**

The number of officers and specific skills they are required to develop is determined by Army National Guard requirements. As requirements change, the number and skills of officers to be developed are adjusted accordingly.

#### **1-3. PROCESSES OF PROFESSIONAL DEVELOPMENT**

The basic elements of professional development are:

- a.* Development in designated Basic Branch and Warrant Officer Military Occupational Specialty (MOS).
- b.* Professional education, to include resident and non-resident instruction, on-the-job training, individual study, and civilian education.
- c.* Individual professional development.
- d.* Planned and progressive rotation of duties among different assignments.
- e.* Professional development counseling and mentoring by commanders.

## **CHAPTER 2 – FEDERAL RECOGNITION**

#### **2-1. DEFINITION**

Federal recognition is the process that ensures officers appointed by the States meet the qualifications required for service in the Federal armed forces. (NGR 600-100, para 2-1, 2-2 and NGR 600-101 para 2-2).

#### **2-2. TEMPORARY FEDERAL RECOGNITION**

“Temporary Federal recognition (TFR) may be extended to an officer who has been appointed in the Army National Guard (ARNG) of a State and found to be qualified by a

Federal Recognition Board (FRB) pending final determination of eligibility and appointment as a Reserve commissioned officer of the Army (NGR 600-100, para 2-13)”. The law will not extend this status longer than six months (Title 32 U.S.C. section 308). However, should the initial period of temporary Federal recognition expire due to administrative processing delays, through no fault of the applicant, a subsequent Federal Recognition Board may be convened to consider the request again and grant another period of temporary Federal recognition if warranted.

#### **2-3. AUTOMATIC FEDERAL RECOGNITION**

Automatic Federal recognition may be extended to officers who are not required to appear before a Federal Recognition Board. Federal Recognition Board actions are not required for the following:

- a.* Appointment of Army Reserve officers in grade and branch.
- b.* Transfer of ARNG officers between States in grade and branch.
- c.* Officers previously reported as fully qualified by a Federal Recognition Board in the grade and branch to which transfer is being requested.
- d.* First Lieutenants and above who have been recommended for promotion to the higher grade by a DA Selection Board and/or have delayed such promotion and remained in an active status since being recommended, may be promoted in the next higher grade to fill an authorized position vacancy provided they have otherwise remained qualified.
- e.* Second lieutenants who are promoted to fill authorized position vacancies on the date they complete two (2) years of promotion service.
- f.* Branch transfer of second lieutenants who have not completed their Officer Basic Course (OBC).

#### **2-4. PERMANENT FEDERAL RECOGNITION**

Permanent Federal recognition will be granted by the Chief, National Guard Bureau when it is determined the applicant meets the qualifications and requirements for Federal recognition (NGR 600-100, para 10-19 and NGR 600-101 para 9-19).

#### **2-5. REQUIREMENTS FOR FEDERAL RECOGNITION**

The requirements and prerequisites for Federal recognition are set forth in NGR 600-100, Chapter 2 and NGR 600-101, Chapter 2.

#### **2-6. FEDERAL RECOGNITION BOARD**

*a.* The Senior Army Advisor (SRAA) appoints the Federal Recognition Board. The board shall consist of a total of three commissioned officers of the Active Army and the Army National Guard. Army Advisors on duty

with the California Army National Guard will be used as the Active Army members. Chapter 10, NGR 600-100 outlines the personnel actions requiring examination for Federal recognition and for the conduct of a FRB.

(1) Boards will be scheduled on a monthly basis or as needed basis. Prospective board members will be notified when their service on boards is required. If a conflict arises after being selected, the officer will notify the Senior Army Advisor at the earliest possible date so that a replacement can be chosen.

(2) Since most actions submitted to boards are for company grade officers, (i.e., captains and lieutenants), prospective board members will need to be in the grade of major or lieutenant colonel. Captains, who have been appointed to the board, will fill in for majors and lieutenant colonels who have conflicts when the grade structure of those appearing before the board permits utilization.

b. Federal Recognition Boards will be convened at a time and place designated by the president of the Board. Applicants will be contacted by the office of the SRAA informing them when to appear. Board procedures will be in accordance with NGR 600-100, Chapter 10 for commissioned officers and NGR 600-101 and chapter 9 for warrant officers. Excluding promotions, the following actions require the applicants to appear, in person, before the board:

(1) Initial appointments of commissioned and warrant officers.

(2) Reappointment of commissioned and warrant officers.

(3) Appointment of Army Reserve officers in their current grade, but in new branch.

(4) Branch transfers.

(5) Applicants for Direct Appointment as Commissioned Officers.

(6) Applicants for Federal Officer Candidate School.

(7) Applicants for Warrant Officer Candidate Course.

(8) Appointment of Officers from another U.S. military service.

c. Commanders at all levels will ensure personnel actions requiring Federal Recognition Board action, arrive at this headquarters at least fifteen (15) working days prior to the desired date of Federal Recognition Board. Requests for personnel action must be administratively correct and contain all required enclosures. Intermediate commanders will review the application/personnel action request and allied papers to ensure they are administratively correct and endorse them through remaining intermediate commanders, if any, to the Adjutant General of California, ATTN: CAMP-OPMS. Particular attention must be directed to ensure the applicant has a current, properly completed physical examination and meets the appropriate weight standards IAW AR 600-9. All currently due Officer Evaluation Reports (OERS) must be forwarded to this headquarters if the personnel action is a promotion, branch transfer or MOS redesignation.

d. The Officer Personnel Management (OPM) Branch will review all requests for correctness and completeness. OPM will also ensure eligibility for requested action, to

include military and civilian education, a current physical or a "Statement in lieu of Physical" for promotions, compliance with AR 600-9, current APFT, and required OERS. The Officer Personnel Branch will endorse the action to the Federal Recognition Board.

e. Upon receipt of application, the SRAA will review the request for completeness. If errors or omissions are noted, he will resolve the problem with the Chief, Officer Personnel Branch prior to initiating Board action. When the SRAA determines that the application is in order, he will expeditiously announce the Federal Recognition Board.

f. The president of the Federal Recognition Board will convene the Board and conduct proceedings as outlined in NGR 600-100, Chapter 10 or NGR 600-101, Chapter 9. The president will ensure each member is familiar with The Secretary of the Army's guidance. The president will ensure the oath is administered to board members and issue such guidance as deemed necessary. Upon completion of the Federal Recognition Board, the findings of the Board will be reported on NGB Form 89.

## **CHAPTER 3 - APPOINTMENT OF OFFICERS AND WARRANT OFFICERS**

### **3-1. GENERAL**

The appointment of officers in the California Army National Guard (CA ARNG) is a function of this headquarters. The appointment of officers in the California Army National Guard is not effective until announced in orders published by this headquarters.

### **3-2. ELIGIBILITY CRITERIA**

See NGR 600-100, paragraph 2-7 or NGR 600-101, paragraph 2-7.

### **3-3. PROCUREMENT SOURCES**

See NGR 600-100, paragraph 2-11, NGR 600-101, paragraph 2-6.

### **3-4. PERSONS INELIGIBLE FOR FEDERAL RECOGNITION - WAIVERS NOT AUTHORIZED**

See NGR 600-100, paragraph 2-8/ NGR 600-101, paragraph 2-14.

### **3-5. PERSONS INELIGIBLE FOR FEDERAL RECOGNITION UNLESS WAIVER IS GRANTED**

(See NGR 600-100, paragraph 2-9/NGR 600-101, paragraph 2-15). Requests for waiver of any item listed will be processed in accordance with NGR 600-100/101, and must be supported by the application for appointment packet. Requests for waiver will be forwarded to this

headquarters with endorsements from each intermediate commander. All waivers in this category require a decision by either the Adjutant General or the Chief, National Guard Bureau. No applicant in this category will be administered the oath of office or be allowed to attend drill until a favorable decision is received.

### **3-6. CERTIFICATE OF ELIGIBILITY**

The purposes and provisions for Certificate of Eligibility are contained in NGR 600-100, paragraph 2-12 and NGR 600-101, paragraph 2-17. They are effective for two years unless an earlier expiration date is specified on the certificate and provided the holder remains otherwise qualified.

### **3-7. PROCESSING APPLICATIONS FOR APPOINTMENT**

*a.* Applications for appointment and supporting documents will be prepared in accordance with Chapter 3, NGR 600-100 (Commissioned Officer) and Chapter 3, NGR 600-101 (Warrant Officer – except WOC program) along with guidance provided by enclosed checklists for each appropriate type of appointment. When interviewing a commissioned officer be sure to review date of rank to insure the officer has not been considered, or due to be considered, by the DA Selection Board for promotion. If the officer has been twice passed over for promotion in the Reserve, he/she will be ineligible for appointment in the California ARNG. For those individuals requiring an initial or periodic reinvestigation security clearance due to break in service or expiration of current clearance, the EPSQ must be prepared immediately. Point of contact for EPSQ is the State Security Manager at DSN: 466-3220 or Commercial: (916) 854-3220. NGB Form 62E and NGB Form 337 will be prepared in original format with individual's full signature. Applications for appointment may be initiated and prepared by battalion headquarters. The AMEDD Recruiter will process ALL applications for appointment in AMEDD branches (MC, AN, SP, MS, DE, VC).

*b.* For Warrant Officer applicants requiring Federal Recognition Board action, approved applications will be forwarded to the Federal Recognition Board by CAMP-OPMS for action as outlined in Chapter 10, NGR 600-101.

*c.* Refer to NGR 600-101 and Personnel Policy Bulletin 2000-02, dated 02 March 2000, for instructions in preparing applications for entrance into the Warrant Officer Candidate Program. (Point of contact at this headquarters for this program is the Officer Personnel, DSN: 466-3228, Commercial: (916) 854-3228 or the State Command Chief Warrant Officer, DSN: 466-3407, Commercial: (916) 854-3407.)

*d.* Applications for direct appointment and special branches (JA and CH) will be forwarded to this headquarters through channels by memorandum requesting predetermination of eligibility for direct appointment.

AMEDD appointment packets will be forwarded by the AMEDD recruiter directly to the USAREC board for consideration. The memorandum of predetermination will outline the applicant's qualifications for appointment and if applicant is an enlisted member of a unit, the application will contain the commander's evaluation of applicant's leadership and technical proficiency. All applications for direct appointment must be forwarded to Chief, National Guard Bureau for final determination of eligibility. Upon receipt of favorable determination, the applicant will be directed to appear before a Federal Recognition Board for examination. Applicants will also be advised that no pay accrues to them until they have appeared before and have been found qualified by a Federal Recognition Board and this headquarters has published orders.

*e.* The appointment of Army Aviators (commissioned and warrant) will be coordinated with Army Aviation Support Facility for determination of eligibility for flying status and for arrangements for conducting a Class II Flying Physical Examination. The Army Aviation Support Facility is responsible for preparation of the Flying Evaluation Board proceeding and will notify the prospective organization of assignment to start processing of the application for appointment when the applicant has completed his physical examination and has been found qualified for flying duty. The application for appointment will be forwarded through channels to the Army Aviation Support Facility, ATTN: Flight Operations. The Flying Evaluation Board proceedings will be withdrawn by the State Aviation Officer and forwarded to ARNG Aviation Division, National Guard Bureau to request Flying Status Orders.

*f.* If the applicant is a member of another reserve component, he/she must obtain a conditional release from the appropriate commander and submit the original or a certified true copy with NGB Form 62E. Conditional releases of USAR members will be submitted using DD Form 368. Members of the U.S. Marine Corps Reserve will submit their resignation as part of their request for conditional release from the USMCR.

### **3-8 CHANGE OF NAME**

DA Form 4187 with appropriate documentation (marriage certificate or divorce decree indicating return to original name) must be submitted to CAMP-OPMS. CAMP-OPMS will, in turn, forward it to National Guard Bureau for publication of a Federal Recognition Order. Name change will not be effective until this headquarters receives Federal Recognition Order effecting the name change. Then the name change will be entered in the SIDPERS database.

### **3-9 MEDICAL EXAMINATION REQUIREMENTS FOR APPOINTMENT.**

*a.* Retention physicals (Chapter 3) must be within 5 years of effective date of appointment in the California Army National Guard and include HIV results. Individuals eligible for retention (reappointment from USAR, ROTC

cadets initially appointed in the USAR with no break in service, NG of another state and commissioned/warrant officers from any component of U.S. Army with no break in service) require a retention physical (Chapter 3, AR 40-501).

*b.* Initial appointment physicals (Chapter 2) must be within 2 years of effective date of appointment in the California Army National Guard and include HIV results, drug test and alcohol test results. These physicals are to be completed by a MEPS or active military installation, IAW Chapter 2 AR 40-501. Individuals eligible for initial appointment (reappointment from enlisted to commissioned status, civilian to commissioned status, appointment from another service other than U.S. Army or Reserve to commissioned/warrant status) require initial appointment physical (Chapter 2, AR 40-501).

*c.* For aviation branch or MOS, physicals must be within 2 years of effective date of appointment and be approved by Fort Rucker. If individual has recent examination that has not been approved by Fort Rucker, copy of original physical along with "Go Fly" slip may be submitted.

### **3-10. MEMORANDUMS OF ACCEPTANCE (ROTC) FOR APPOINTMENT**

Commander's will determine if an authorized MTOE vacancy exists for them, and if so, prepare a Memorandum of Acceptance six months prior to proposed commissioning.

*a.* Commanders are responsible for ensuring that all Memorandums of Acceptance are forwarded to CAMP-OPMS at least five (5) months prior to the commission date of ROTC Cadets.

*b.* CAMP-OPMS will review the Memorandum of Acceptance for administrative completeness and will verify that a unit vacancy exists or will exist on the date of appointment.

### **3-11. DOCUMENTS REQUIRED FOR APPOINTMENT/FEDERAL RECOGNITION.**

The documents indicated in the checklists that follow will be attached to each application for appointment. The checklist ensures that all required documents for any particular type of action are enclosed as required. See Annex C for specific appointment checklists.

*a.* NGB Form 62-E (Application for Federal Recognition). This form must be typewritten and all items require an answer, to include "NA" if appropriate. Ensure that phone numbers are included along with complete home and business address in Items 2a and 2b. Entries on pages 2 and 3 should match supporting service documents. Individual's full signature MUST be on page 3. (Once the application is complete, the command reviews the application and completes the first endorsement, to include paragraph, line and unit. Then the application is forwarded through command channels to this headquarters.)

*b.* CAL NG Form 600-2 (Overseas Statement).

*c.* Verification of Security Clearance: A memorandum from the Security Manager must be included in application. If individual does not have a valid security clearance, contact the State Security Manager at (916) 854-3220 or DSN 466-3220. (Individual will not be eligible for appointment until such time DA Form 873 is received by this headquarters.)

*d.* NGB Form 37 (Oath of Office): Required if Federal Recognition Board is not required. Parts I and III are to be completed with the exception of date in Part III, which will be entered by OPMS upon appointment in the CA-ARNG. This form must be type written. Individual's full original signature must be on this form.

*e.* SF 88 & 93 (Physical Examination): Physicals must be within two years of effective date of appointment with CA ARNG and must be in accordance with Chapter 2, AR 40-501. HIV results must be included along with drug and alcohol test results. For females, pregnancy test results are required within 30 days of effective date of appointment.

*f.* Copy of birth certificate is required. For females copy of marriage certificate and/or divorce decree is to be included, if applicable, to validate current name.

*g.* If individual has been naturalized, statement must be included and prepared in accordance with para 3-1a(15), NGR (AR) 600-100.

*h.* Verification of all periods of service is required. Documents to be included are DD Form 214s, DD Form 215s, DD Form 4/1 (front page), discharges, NGB Form 22s, etc. (Insure service on pages 2 and 3 of NGB Form 62E match dates of supporting documents.)

*i.* Civilian Education: Original/official ("raised seal") transcript verifying four-year college graduate status with a bachelor degree from an accredited institution must be issued from the college/university directly to this headquarters. Transcripts are to be mailed to OTAG, P.O. Box 269101, ATTN: CAMP-OPMS/Officer Appointments, Sacramento, CA 95826-9101.

*j.* Military Education: DA Form 1059 or diploma is to be included in the packet. Verification may be determined by DD Form 214 only if the individual is unable to furnish the DA Form 1059 or diploma.

*k.* Copy of SSAN card is required.

*l.* Verification of GT Score is required. Must have a minimum score of 110.

*m.* A certified true copy of APFT (DA Form 705) must be included with most recent test being within six (6) months of date of application.

*n.* Memorandum of recommendation by commander is to be provided by the headquarters providing paragraph and line. It must address leadership potential (this applies to direct appointments, only).

*o.* If directly appointed, applicant must attend a full resident officer basic course.

*p.* Applicant will appear before a Federal Recognition Board.

*q.* Aeronautical Aviation Order if applicable.

r. Copy of "Appointment as a Reserve Commissioned Officer" letter issued by ARPERSCOM and a copy of DA Form 71 (Federal Oath of Office). These items are applicable to those officers who are regular Army and being relieved from active duty for direct assignment to the CAARNG.

s. Copy of original commissioning letter or commissioning certificate. (Actual date and source of commissioning must be verified). (If OCS commissioned – include copy of OCS diploma). For officers who have been commissioned through the regular Army, a copy of the order verifying commissioning date may be submitted.

t. ROTC commissioned officers need the DA Form 597. (If SMP, the SMP contract must be included).

u. Copy of promotion to current grade, letter or order, is required. (If order is included with the application, it should read "...in component in now which serving...".)

v. DD Form 368 (Request for Conditional Release) to be completed for appointment of officers from USAR (IRR) or Active USAR units. (Must be completed through Item 3 for IRR officers and through Item 6 for those officers assigned to active USAR units). Officers from other services must have a memorandum/letter approving their release.

w. All married applicants must submit a copy of their marriage certificate to support entitlement to basic allowance for housing. Divorced applicants who have custody of a dependent child or pay child support will submit a copy of their divorce decree to support entitlement to basic allowance for housing.

## **CHAPTER 4 – ASSIGNMENTS AND TRANSFERS**

### **4-1. AUTHORITY**

Assignments and reassignments of officers will be effected by orders published by this office.

### **4-2. SELECTION OF OFFICERS**

It is the responsibility of commanders at all levels to select effective, qualified leaders. The primary factor influencing an officer's assignment is the needs of the CA-ARNG. Other factors influencing assignment considerations are:

- a. Grade, Branch, education, and experience of the officer.
- b. Professional development needs of the officer.
- c. Availability of officers with required qualifications.
- d. Officer's potential for advancement.

### **4-3. COMMAND POLICY.**

a. The senior officer present for duty has responsibility for the command of units, platoon level and above, except as described in paragraphs 2-8a, 2-15, and 2-16 of AR 600-20, dated 15 July 1999.

b. The following will be the assignment policy for CAARNG commanders:

(1) Company commanders will normally be assigned for three years, unless sooner relieved. The request for reassignment of an officer relieved for cause will document the reasons for the action taken. Paragraphs 2-17a and 2-17b of AR 600-20 explain the relief for cause process and procedures. In addition, an officer relieved for cause will have a "Relief for Cause" Officer Evaluation Report (OER) (DA FORM 67-9) submitted in accordance with AR 623-105, paragraph 3-50.

(2) Commanders of major commands and battalions will normally be assigned for three years.

c. The identification, training, and development of officers for command positions is a command responsibility. This headquarters will assist units in identifying officers who have the experience, potential, time and desire for command.

d. Commanders will publish announcements of assumption of command using a memorandum. Published announcements must contain those items required by AR 600-20, paragraph 2-5c. AR 600-20, figure 2-1, contains information as to proper format of assumption of command announcements. Minimum distribution for assumption of command announcements is: 1 - individual officer concerned, 1 unit MARKS, 1 - organizational file, 1 - major command file, and 1- ATTN CAMP-OPMS. Assumption of command announcements must be forwarded to this headquarters on the date of publication. Particular attention must be made to proper authority and correct method of authentication.

### **4-4 REASSIGNMENT/TRANSFER.**

a. Reassignment of an officer is a change of assignment within the same unit. Requests for reassignment will be initiated by the organizational headquarters or a higher command and will be approved by the major command headquarters.

b. Transfer of an officer is from one unit to another. The organizational headquarters of the gaining unit will initiate requests for transfer. Requests must be coordinated with the losing organizational headquarters to ensure that the OER is initiated, if applicable.

c. Contingent requests for reassignment or transfer must be submitted to this headquarters as a package request to ensure prompt action and complete accomplishment.

d. All requests for reassignment or transfer will have a current OER attached, if applicable. This headquarters will return any requests without action that fail to have required OERs attached.

e. The Branch Substitution Table will be consulted and checked prior to requesting reassignment/transfer that appears to require a change of branch. If branch transfer is required, the officer's request as indicated in figure Annex B must be enclosed along with applicable DA Form 1059 or diploma of highest military education completed to the request.



#### **4-5 EFFECTIVE DATE**

Requests for reassignment or transfer of officers will indicate the desired effective date. Requests for reassignment or transfer of officers which require a change in branch will be effective the date of the Federal Recognition Board. Requests must include the documents listed in this Pamphlet, Annex C, if Federal Recognition Board action is required.

#### **4-6 TRANSFER OF ACCOUNTABILITY AND/OR RESPONSIBILITY**

Officer status changes (separations, order to service school, transfer, etc.) involving individuals assigned either as unit commanders or property book officers require action to relieve individual concerned of accountability for federal property. The property book officer concerned will take action to effect relief from accountability. When commands request publication of orders to reassign or transfer unit commanders or property book officers inventories must be complete. Orders will be published with the effective date requested. Federal Recognition Board action will determine the effective date for officer changes, requiring a change of branch.

#### **4-7 REQUESTS FOR REASSIGNMENT/TRANSFER**

Requests for reassignment and, or transfer will be submitted to this headquarters, through channels using the formats provided in Appendix D.

#### **4-8 INACTIVE NATIONAL GUARD**

*a.* The Inactive National Guard (ING) is a status for personnel who temporarily cannot satisfactorily participate in unit training. For the purpose of assignment to the ING, the word temporary is defined as a period not to exceed one year; however, this can be extended under unusual circumstances upon request from officer concerned and approval by commanders involved.

*b.* Authorized reasons for transfer to the ING are contained in NGR 614-1, paragraph 2-8.

*c.* Special considerations and qualifications for assignment to the ING are contained in NGR 614-1, Chapter 4. Second Lieutenants, officers on a delay and officers being considered by DA Mandatory Promotion Board are not eligible for transfer to the ING.

*d.* Request for transfer to the ING will be initiated by the officer for a definite period of time, utilizing DA Form 4187. Requests will be forwarded thru command channels to CAMP-OPMS, at least 15 days prior to desired effective date, and will include an OER, if applicable.

*e.* Officers transferred to the ING will be attached to their former unit for administration. If, while an officer is assigned to the ING, it becomes necessary to effect discharge for any reason, the commander will obtain the officer's request for resignation.

*f.* Request for transfer to the active national Guard will be transmitted 15 days prior to effective date, and will include a Statement In Lieu of Medical Examination. Officers must have current periodic physical examination to be eligible for transfer to active status.

## COMMISSIONED OFFICER BRANCH/FUNCTIONAL SUBSTITUTION TABLE

IF MTOE/TDA POSITION DESCRIPTION IS:	IT MAY BE FILLED BY SUBSTITUTING OFFICERS WHO HAVE THE FOLLOWING BRANCH OR FUNCTIONAL AREA CODE: SEE NOTES 1, 2, AND 3
1. COMMANDER (ALL LEVELS)	NO SUBSTITUTION AUTHORIZED. OFFICERS SELECTED TO COMMAND MUST BE QUALIFIED IAW THE REQUIREMENTS OF THE MTOE/TDA POSITION.
2. EXECUTIVE OFFICER, DEPUTY COMMANDER (ALL LEVELS).	NO SUBSTITUTION AUTHORIZED. OFFICERS SELECTED TO COMMAND MUST BE QUALIFIED IAW THE REQUIREMENTS OF THE MTOE/TDA POSITION.
3. ADJUTANT, PERSONNEL STAFF OFFICER (G1, S1), ACofS G1	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 41, 42, 70, 88, 91 & 92.
4. ASSISTANT ADJUTANT, ASSISTANT PERSONNEL STAFF OFFICER (G1, S1); DEPUTY ACofS G1	SAME AS ITEM 3 ABOVE.
5. DIVISION, BRIGADE, AND BATTALION LEVEL OPERATIONS OFFICER (G3, S3).	SAME AS ITEM 2 ABOVE.
6. OPERATIONS, PLANS, TRAINING, TAC OR FORCE DEVELOPMENT OFFICER NOT AT BRIGADE OR BATTALION LEVEL	54 OR AREA OF CONCENTRATION (AOC) DESIGNATED ON AUTHORIZATION DOCUMENT. SUBSTITUTION TO BE DETERMINED BASED ON INDIVIDUAL QUALIFICATIONS AND POSITION REQUIREMENTS.
7. SUPPLY STAFF OFFICER (G4, S4)	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 70, 88, 91, 92, & 97.
8. ASSISTANT SUPPLY STAFF OFFICER (G4, S4), LOGISTICS OFFICER.	SAME AS ITEM 7 ABOVE.
9. SUPPLY AND SERVICE OFFICER, ASSISTANT SUPPLY AND SERVICE OFFICER	21, 25, 70, 88, 91, 92 & 97.
10. SUPPLY MANAGEMENT OFFICER	SAME AS ITEM 9 ABOVE.
11. MAINTENANCE STAFF OFFICER, UNIT MAINTENANCE OFFICER	SAME AS ITEM 9 ABOVE.
12. ACofS G5	SAME AS ITEM 3 ABOVE.
13. ACofS G2, S2, SECURITY OFFICER SEE NOTES 4, 5 AND 6.	11, 12, 13, 14, 15, 18, 21, 25, 31, 70, 88, 91 & 92.
14. MILITARY INTELLIGENCE OFFICER SEE NOTES 4, 5 AND 6.	ALL OTHER POSITIONS CODED 35 MAY BE FILLED WITH CODES IN ITEM 13 ABOVE.
15. HUMAN RELATIONS OFFICER	BRANCH IMMATERIAL. OFFICER MUST HAVE SKILL 5T.
16. MOTOR OFFICER	BRANCH IMMATERIAL
17. COMMUNICATIONS AND ELECTRONICS OFFICER	NO SUBSTITUTION AUTHORIZED IN SIGNAL UNITS. ALL OTHER POSITIONS CODED 25 MAY BE FILLED WITH CODES IN ITEM 3 ABOVE.
18. CHEMICAL OFFICER	NO SUBSTITUTION AUTHORIZED IN CHEMICAL UNITS. ALL OTHER POSITIONS CODED 74 MAY BE FILLED WITH THE CODE IN ITEM 3 ABOVE.
19. HEADQUARTERS COMMANDANT	SAME AS ITEM 3 ABOVE.
20. ROTARY WING AND FIXED WING AVIATORS	OFFICER MUST MEET ALL SKILL REQUIREMENTS OF THE POSITION.
21. AEROMEDICAL EVACUATION OFFICER	67J (MSC BRANCH REQUIRED)

## COMMISSIONED OFFICER BRANCH/FUNCTIONAL SUBSTITUTION TABLE

IF MTOE/TDA POSITION DESCRIPTION IS:	IT MAY BE FILLED BY SUBSTITUTING OFFICERS WHO HAVE THE FOLLOWING BRANCH OR FUNCTIONAL AREA CODE: SEE NOTES 1, 2, AND 3
22. AIDE-DE-CAMP	SAME AS ITEM 3 ABOVE.
23. RECRUITING AND INDUCTION OFFICER	SAME AS ITEM 3 ABOVE.
24. SELECTIVE SERVICE OFFICER	BRANCH IMMATERIAL
25. CIVIL AFFAIRS OFFICER	48
26. PSYCHOLOGICAL OPERATIONS OFFICER.	48

### NOTES:

1. THIS TABLE IS INTENDED TO BE USED AS A GUIDE IN MAKING ASSIGNMENTS WHICH DO NOT MEET FULL MANAGEMENT AND UTILIZATION CRITERIA FOUND IN THE REGULATIONS. IT ALLOWS FOR BRANCH OR FUNCTIONAL AREA SUBSTITUTION PENDING TRAINING THE INCUMBENT OFFICER OR FUTURE ASSIGNMENT OF A FULLY QUALIFIED OFFICER.

2. OFFICERS ASSIGNED UNDER THE SUBSTITUTABILITY CRITERIA OF THIS TABLE WILL IMMEDIATELY BE GIVEN EDUCATIONAL STIPULATIONS TO QUALIFY FOR AWARD OF THE AOC REQUIRED BY THE AUTHORIZATION DOCUMENT. AN EXCEPTION TO THIS REQUIREMENT IS AUTHORIZED FOR MS OFFICERS ASSIGNED IN LIEU OF MC OFFICERS UNDER THE PROVISIONS OF NGR 600-100 PARAGRAPH 4-3F(2).

3. THE STAFF SPECIALIST BRANCH IS A BRANCH OF THE ARMY TO WHICH PERSONNEL OF THE ARNG AND THE USAR MAY BE APPOINTED TO SERVE. THE THREE CATEGORIES OF PERSONNEL WHO ARE APPOINTED AND ASSIGNED TO THE STAFF SPECIALIST BRANCH ARE CHAPLAIN CANDIDATES OR SEMINARIANS, OFFICERS ASSIGNED TO SELECTIVE SERVICE POSITIONS AND SELECTED INSTRUCTORS.

4. THE SUBSTITUTION OF NON-BRANCH QUALIFIED OFFICERS IN THE CMF 35 , MILITARY INTELLIGENCE CORPS, POSITIONS IN COMBAT ARMS AND COMBAT SUPPORT UNITS ( TO INCLUDE BATTALION AND BRIGADE S2 SECTIONS) IS PERMITTED PROVIDED THAT:

A. A QUALIFIED CMF 35 MI OFFICER IS NOT AVAILABLE.

B. PRIOR TO BEING ASSIGNED TO OR APPOINTED IN THE INTELLIGENCE DUTY POSITION, THE PROSPECTIVE OFFICERS POSSESSES:

1. A TOP SECRET SECURITY CLEARANCE AND ELIGIBILITY FOR ACCESS TO SENSITIVE COMPARTMENTED INFORMATION (SCI).
2. A COMPLETION CERTIFICATE FROM THE CORRESPONDENCE PHASE OF THE RESERVE COMPONENT MI OFFICERS TRANSITION COURSE UNLESS THE OFFICER HAS COMPLETED OTHER MI COURSES LEADING TO BRANCH QUALIFICATION IAW AR 611-21.

C. WITHIN ONE YEAR OF ASSIGNMENT TO THE POSITION, THE OFFICER HAS COMPLETED THE CORRESPONDENCE AND RESIDENT PHASES OF THE RESERVE COMPONENT MI OFFICER TRANSITION COURSE OF ANY COURSE IN AR 611-21 THAT SUPPORTS BRANCH QUALIFICATION.

## CHAPTER 5 - BRANCH TRANSFERS AND WOMOS REDESIGNATION

### 5-1. BRANCH ASSIGNMENTS

The applicable TOE/TDA position to which officers are assigned will normally determine the branch/functional area in which they are to be assigned. However, branch/functional area substitution assignments may be made in accordance with this Pamphlet and maximum utilization of substitution is encouraged.

*a.* The reassignment or transfer of an officer into positions, who has a different branch than that called for by the manning documents, no longer automatically means their branch must be changed. Change of branch should be the exception rather than the norm.

*b.* Prior to requesting change of branch for an officer, consult the Branch/Functional Area Substitution Table of this Pamphlet to determine if the change is necessary or required.

*c.* Maximum use of the substitution table will allow officers to obtain a variety of experience in different areas without the necessity to spend large amounts of time completing educational requirements necessary for branch change, time which could be more profitably spent upgrading leadership skills and unit readiness.

*d.* All assignments to positions requiring branches Military Intelligence, Signal Corps and Chemical Corps in Military Intelligence, Signal Corps and Chemical Corps Units require that the officer be qualified or transferred to the branch prior to being assigned. Branch substitution is not authorized for these positions.

*e.* An officer may be assigned to any duty position authorized by the Commissioned Officer Substitution Table and no branch transfer will be required.

*f.* Branch transfers are not authorized into branches AN, CH, DE, JA, MC, MS, SP and VC. These professional branches require an officer to be appointed in the branch based upon professional qualifications.

### 5-2. OFFICER BRANCH TRANSFERS

*a.* When a Federally recognized officer transfers to another branch, he/she must acquire Federal recognition in their new branch. The officer may also be required to appear before a Federal Recognition Board unless previously recognized in the grade and branch to which transfer is being requested.

(1) The officer concerned must initiate, by memorandum, a request for branch transfer. A sample request is illustrated in Annex B.

(2) DA Form 67-9, that supports branch qualification.

(3) Copy of DA Form 1059, diploma or other appropriate service school certificate indicating qualification in new branch or copy of evidence of highest military education completed (officer Basic Course, Advance/Career Course, CAS3, or C&GSC).

*b.* Officers not fully qualified for the branch or specialty requested may have educational requirements imposed by the Federal Recognition Board. This headquarters will furnish a copy of NGB Form 89 (Proceedings of a Federal Recognition Examining Board) by memorandum through the major command headquarters to the organizational headquarters for information and guidance in assisting the officer in completing required courses to become branch/specialty qualified. Organizational commanders are required to monitor officer's progress. Documents attesting to completion will be forwarded to this headquarters, ATTN: CAMP-OPMS to retire the requirements and be Federally recognized in the new branch.

### 5-3. REDESIGNATION OF MILITARY OCCUPATIONAL SPECIALTY (MOS)

The warrant officer concerned will initiate MOS redesignation. The action will be initiated in memorandum format (Annex B) through channels to CAMP-OPMS, enclosing a copy of a valid technical certification in the new MOS from the MOS proponent, or evidence of valid creditable prior service as a warrant officer in the requested MOS. Valid technical certification and creditable prior service must be in accordance with the standards prescribed in AR 611-21. When MOS redesignation is requested in connection with transfer to another unit, losing and gaining organizational headquarters must approve the request.

*a.* The request for redesignation of MOS must be forwarded through NGB to the DA MOS Proponent for their approval, if not already technically certified, by the MOS Proponent.

*b.* Technical certification for MOS redesignation is attained by resident or nonresident school training or other methods as determined by the MOS proponent. If available at MOS proponent school, eligible warrant officers may request that their records be reviewed to determine MOS qualification. If records are reviewed, the request will be accompanied by a complete record of military and civilian training and experience pertaining to the MOS of application and DA Form 2-1.

*c.* Warrant officers whose duty positions were deleted, changed during unit reorganization or MOS redesignated, may be assigned and carried without MOS redesignation of duty MOS, when entry level MOS proponent certification can be obtained within two (2) years. Such assignments are authorized without regard to MOS qualifications. At the end of the specified time period, the duty MOS must be redesignated through Federal Recognition Board action or the warrant officer's Federal recognition will be withdrawn. Action to become qualified in the new MOS be initiated prior to the reorganization and be on going during the specified time period. Consult CAMP-OPMS for assistance in this area.

d. All warrant officers must be qualified in the duty MOS, SQI (Special Qualification Identifier), or ASI (Additional Skill Identifier) to which assigned by completion of requirements for the MOS proponent's technical certification.

## CHAPTER 6 – PROMOTION OF OFFICERS

### 6-1. OFFICER PROMOTION POLICIES

Except as provided herein, the provisions of NGR 600-100 and NGR 600-101 pertaining to the examination and promotion of officers will apply.

a. The promotion of an officer will be based on performance, time in grade, commissioned service time, demonstrated command and staff ability, military and civilian education, successful completion of APFT, and potential for service in the next higher grade. Promotion will not be used as a reward for past performance. Promotion will be made without regard to race, religion, gender or national origin.

b. The promotion of an officer is a function of this headquarters. Promotions will not be considered final and the officer will not be entitled to wear the insignia or to receive pay of the higher grade until the National Guard Bureau has extended Federal recognition in his/her new grade. Federal recognition is announced in orders published by the Chief, National Guard Bureau and forwarded to this headquarters, which in turn makes distribution to include a copy to the officer.

### 6-2. LIMITS ON MAXIMUM GRADE

Promotion of officers is limited to the grade specified in the TOE/TDA position to which assigned. Unless an exception is specifically authorized (applies to special branches only).

### 6-3. ELIGIBILITY FOR PROMOTION.

a. To be eligible for promotion in a unit vacancy, officers in the CAARNG must:

- (1) Be recommended by their commanders.
- (2) For promotion to the grade of Lieutenant Colonel and Colonel, officers must have been considered by and recommended for promotion by the Officer Management List Board and approved by the Executive Personnel Council.
- (3) Be in an promotable position in the unit.
- (4) Be in an active status.
- (5) Meet the medical standards as prescribed in AR 40-501 and have current medical examination and over-40 CVSP cleared, if applicable.
- (6) Have completed the minimum years of promotion service as follows:

### MINIMUM PROMOTION SERVICE

2LT to 1LT	2 Years
1LT to CPT	2 Years
CPT to MAJ	4 Years
MAJ to LTC	4 Years
LTC to COL	3 Years

(7) Have successfully completed APFT within time frame prescribed.

(8) Have completed the minimum military education requirements as required by NGR 600-100/NGR 600-101.

### MINIMUM MILITARY EDUCATION REQUIREMENTS

<u>PROMOTION TO</u>	<u>EDUCATION REQUIREMENTS</u>
1LT	OBC
CPT	OBC
MAJ	OAC & CAS3
LTC	50% C&GSC
COL	C&GSC
B G	AWC

(9) After 30 September 1995, no person may be federally recognized (appointed or promoted) in a grade above first lieutenant, unless that person has been awarded a baccalaureate degree by an accredited educational institution. This requirement was made part of Public Law 102-190, the 1992-93 National Defense Authorization Act.

b. Time served in the Inactive National Guard is not creditable for promotion. Officers who have been in the Inactive National Guard or in an inactive status, as a Reserve Officer may not be considered for promotion until at least one year after they return to an active status.

c. Mandatory consideration for promotion of second lieutenants (NGR 600-100, paragraph 8-9b).

(1) A National Guard officer in the grade of second lieutenant who is not promoted to first lieutenant on or before the date which 42 months of promotion service is completed, must be separated from the ARNG.

(2) Recommendations for promotion of second lieutenants will be initiated by their immediate commanders and consolidated at major command headquarters to reach this Department at least 45 days prior to the date the officer completes two years of commissioned service. All items required for "unit promotion" action will accompany the recommendation for promotion to first lieutenant.

(3) If the immediate commander does not desire to recommend the promotion of a second lieutenant upon completion of two years of commissioned service, recommendation for separation from the ARNG,

indicating the reasons, will be submitted through channels and must reach this headquarters at least 75 days prior to the date the officer completes three years of promotion service.

#### 6-4. PROMOTION OF WARRANT OFFICERS

a. The promotion of warrant officers will be based on a sound level of technical and tactical competence, time in grade, military education, progressive levels of expertise, and leadership and potential for service in the next higher grade.

b. All warrant officers recommended for promotion must be fully qualified under the terms of NGR 600-101 and AR 611-21. DA Pam 600-11 provides guidance regarding professional development of warrant officers.

c. The promotion of warrant officers is a function of this headquarters. Promotions will not be considered final until a Federal Recognition Board has approved the promotion. The effective date and date of rank will be the date the warrant officer is eligible or the date the Federal Recognition Board meets, whichever is later. The warrant officer will not be entitled to wear the insignia or to receive pay of the higher grade until he/she has been extended Federal recognition in his/her new grade by National Guard Bureau. Upon receipt of Federal Recognition orders, appropriate distribution of orders will be made to include the warrant officer concerned.

d. Promotion will be made without regard to race, color, religion, gender or national origin.

e. Promotions will be based upon the written recommendations of the organizational commanding officer with subsequent concurrence of each higher commander. The format for memorandum of recommendation will be as shown in Annex B. The memorandum of recommendation and all endorsements must reach this headquarters 45 days prior to eligibility date, and will be accompanied by the following documents:

- (1) Evidence of military education
- (2) Statement ILO Medical Exam
- (3) DA Form 705 - APFT Scorecard

f. Time served in the Inactive National Guard is not creditable for promotion. Warrant Officers who have been in the Inactive National Guard or in an inactive status as Reserve Warrant Officers may not be considered for promotion until at least one year after the date in which they returned to an active status.

### CHAPTER 7 – DA MANDATORY PROMOTION BOARDS

#### 7-1. MANDATORY CONSIDERATION FOR PROMOTION UNDER THE RESERVE OFFICER PERSONNEL MANAGEMENT ACT (ROPMA)

In order to be recommended for promotion by a mandatory promotion board, an officer must first be fully

qualified (minimum time in grade, education, etc.). Of the officers who are fully qualified, the board then selects those officers it feels are “best” qualified. “Best qualified” makes “fully qualified” competitive. However, this does not necessarily change the number of officers the board will recommend.

a. Time in Grade for Mandatory Promotion Consideration. An officer, unless sooner selected for promotion to the next higher grade, will be considered for promotion by a Department of the Army mandatory promotion board. Consideration for promotion will occur during the year prior to the officer’s required year for mandatory promotion shown in the table below.

For Promotion To	Mandatory Promotion TIG
CPT	5 years
MAJ	7 years
LTC	7 years
COL	*

\*Announced annually. Normal time in grade is five years, subject to the needs of the Army.

b. Any officer who has been non-selected by a mandatory promotion board cannot be considered for promotion to fill a position vacancy. As an exception to this paragraph, if the Secretary of the Army, alone, finds that the officer is the only qualified officer to fill the vacancy, then the officer may be promoted.

#### 7-2. CIVILIAN EDUCATION QUALIFICATION.

a. No person may be appointed to the grade of captain unless that person has been awarded a baccalaureate degree by a qualifying educational institution.

b. Exceptions to paragraph a.above include:

- (1) A person in a health profession for which a baccalaureate degree is not required.
- (2) Any officer appointed to the grade of captain before 1 October 1995.

c. The requirement for a baccalaureate degree before promotion to major remains (NGR 600-100, para 9-7f(2).

#### 7-3. RESPONSIBILITIES IN THE DA MANDATORY PROMOTION PROCESS

ARNG officers will be mandatorily considered for promotion as Reserve commissioned officers of the Army when they meet minimum promotion service requirements (See AR 135-155, Table 2-1). Consideration for promotion of an officer by a DA Selection Board will normally take place during the calendar year prior to the year in which they complete their required promotion service. This headquarters will prepare a Promotion Consideration File (PCF) for each officer being considered for promotion under these requirements. Proper preparation and timely submission of the PCF to National Guard Bureau requires planning, coordination and cooperation on the part of this headquarters, each command, and the individual officer being considered.

#### **7-4. ACTIONS AND RESPONSIBILITIES OF THIS HEADQUARTERS**

- a. Announce schedule of DA Selection Boards each calendar year.
- b. Notify major commands and individual officers of pending consideration by DA Selection Board.
- c. Assist officers with a review of their records, both microfiche and hard copy.
- d. Prepare and submit the PCF to National Guard Bureau/ARPERSCOM.

#### **7-5. MAJOR COMMAND RESPONSIBILITY**

Monitor actions taken at organizational (battalion) level and ensure compliance by officer concerned.

#### **7-6. ACTIONS AND RESPONSIBILITIES OF ORGANIZATIONAL HEADQUARTERS**

- a. Ensure any due OER's are completed.
- b. Ensure the officer complies with the suspense date for submission of their PCF.

#### **7-7. ACTIONS AND RESPONSIBILITIES OF OFFICER CONCERNED**

- a. Review and correct DA Form 2-1, submit source documents for corrections.
- b. Carefully review their OMPF (microfiche) to ensure that all OERS, military and civilian education and awards and decoration that they have received are present. Furnish any missing documents with their PCF.
- c. Submit a current DA Photograph in 2 copies.
- d. Ensure that the packet arrives in CAMP-OPMS prior to the suspense date.
- e. Correspond directly with the Selection Board, if desired. Guidelines and instructions for submitting letters to boards are found in AR 135-155, paragraph 3-10 and Memorandum of Notification of Consideration by the Board from this headquarters.
- f. Present the best possible appearance for military photograph, to include proper grooming standards and wear of the uniform, with all authorized awards/decorations.

#### **7-8. SELECTION FOR PROMOTION UNDER ROPMA**

a. Department of the Army, through National Guard Bureau, will furnish this Department a letter of notification of eligibility for promotion in the case of each officer selected and found qualified for promotion by the Reserve Components Selection Board. This letter will be forwarded through channels to the officer concerned resulting in one of the following courses of action:

(1) Acceptance of Promotion with continued assignment to the ARNGUS. Provided an appropriate MTOE/TDA position vacancy exists, officer may be Federally Recognized in the higher grade under the provisions of NGR 600-100.

The effective date of promotion will be date of Federal Recognition.

(2) Transfer to U.S. Army Reserve Control Group to accept promotion. Officers selected for promotion under ROPMA may elect reassignment to the USAR with concurrent promotion. In this case they will endorse the original letter of notification of selection back to this Department. Federal recognition will be withdrawn effective the date of the endorsement stating that they elect to accept the promotion with assignment to the USAR, or the day prior to the promotion eligibility date shown in the notification of selection letter, whichever is earlier. Promotion and transfer to the USAR will be effective on the date following termination of Federal Recognition.

#### **7-9. DELAY OF PROMOTION**

a. An officer who has been selected for promotion to the next higher grade by a mandatory board may request to voluntarily delay accepting the promotion. If approved, the officer will remain on the promotion list until the promotion is accepted, or the officer is separated, but not for longer than three years from the date he/she should have been promoted. At the end of the three-year period the officer must either accept the promotion, transfer to the USAR (IRR) and be promoted, or decline the promotion. If the officer chooses to decline the promotion, the officer is removed from the promotion list and is considered to have failed of selection for promotion, thus becoming a non-select.

b. An officer who declines a promotion will be considered again for promotion by the next mandatory board for his grade and competitive category. If selected, the officer can again request a delay. However, the period of delay will be for no longer than one year. The same options are available to the officer during and at the end of the delay period as described in paragraph a above. Should the officer again decline the promotion, he/she becomes a two-time non-select and will be separated in accordance with NGR 635-100.

c. Officers selected for promotion by a mandatory board but who cannot be promoted due to controlled grades (i.e., AGR) will be involuntarily delayed until promoted, separated from the AGR program for any reason, including transfer to the USAR (IRR), or for any other reason by statute or regulation.

d. Officers serving in the Active Guard Reserve Program under Title 32 may delay their promotion. Wording of their endorsement will be as follows: "I am currently serving on active duty under Title 32. Request I be allowed to delay my promotion until assigned to a higher graded position or released from active duty".

Officers in the grade of first lieutenant through lieutenant colonel who were non-selected by a selection board convened under AR 135-155 may not be considered for promotion to fill unit vacancy until they have again been considered and selected by a succeeding board.

## **CHAPTER 8 – SENIOR OFFICER MANAGEMENT**

### **8-1. GENERAL**

The management of AGR officers and officers in the ranks of Major and Lieutenant Colonel is centralized at the state headquarters. The Officer Personnel Branch at state headquarters supports this function. These senior positions are limited in number and are managed to assign the best-qualified officers to vacancies as they become available. The management process begins with the Officer Management List.

### **8-2. THE OFFICER MANAGEMENT LIST**

On an annual basis all officers in the zone of consideration are notified that the Officer Management List Board will review their records. The zone of consideration for the Officer Management List Board is as follows:

- a.* All Lieutenant Colonels are considered regardless of their time in grade.
- b.* Majors with more than three years time in grade.
- c.* Active Guard/Reserve Captains with more than three years time in grade.
- d.* CW4s with more than four years time in grade.

The Board convenes for one week and reviews the records of all officers in the zone of consideration and evaluates them in the areas of performance and potential. There are five voting members on the board. The scoring system for the board is based on a 250-point scale. 125 points are based on military and civilian educational accomplishments and compliance with the Army physical fitness and body fat standards. These points are based on data in the SIDPERS database. The board members combined award 125 points total. Each board member awards a maximum of 25 points to each officer considered. The points for military and civilian education are awarded on the following basis:



### 8-3 POINT EVALUATION

<b>CIVILIAN EDUCATION 10 POINTS MAXIMUM</b>		
<b>CIVILIAN EDUCATION LEVEL</b>	<b>SIDPERS CODES OFFICERS AND WARRANTS</b>	<b>POINT VALUE</b>
HS DIPL OR EQUIVALENT	E, W, F, G OR H	1
1 YR COLLEGE	J	2
2 YRS COLLEGE	K	3
AA DEGREE	I	4
3 YRS COLLEGE	L	5
4 YRS COLLEGE	M	6
BA/BS DEGREE	N	7
1 YR GRAD SCHOOL	S	8
MASTERS DEGREE	T OR Y	9
DOCORATE/PROF DEGREE	P, Q, R OR U	10

MILITARY EDUCATION 10 POINTS MAXIMUM		MILITARY
EDUCATION LEVEL	SIDPERS CODES OFFICERS AND WARRANTS	POINT VALUE
BASIC COURSE	GA, GB, GO, G1, G2 / S7	2
ADVANCED COURSE	FA, FO & F1 - F8 / S1	4
CAS3 / WOSC	E1 OR E2 / SO	6
50% C&GSC	DC OR DK	7
C&CSC / WOSSC	DF, DJ, DL, DM, DN, DP, DR / S4	8
WAR COLLEGE	A3, A4, A5	10
PHYSICAL FITNESS AND WEIGHT CONTROL 5 POINTS MAXIMUM		
MEETS STANDARDS OF AR 600-9	APFT	
YES = 2 POINTS, NO = ZERO POINTS	PASS = 3 POINTS, FAIL = ZERO POINTS	
APFT MUST HAVE BEEN TAKEN WITHIN 12 MONTHS FOR M-DAY AND 6 MONTHS FOR AGR. PROFILES ARE CONSIDERED A PASS AS LONG AS AN AEROBIC EVENTS IS INCLUDED AND THEY PASS ALL OTHER REQUIRED EVENTS.		

Board members can award 15 points for evaluations (OERs), assignments and additional military education. They can award 10 points for potential. After all the board members evaluate and vote the record the scores are combined and a total score is determined. This score determines an officer's standing on the Officer Management List. The Officer Management List is sub-divided into three categories based on branch. The three branch categories are the Combat Arms category, the Combat Support and Combat Service Support category and the Special Branch category. The Officer Management List is not an Order of Merit List. The list is used as a tool by the senior leadership to make personnel management decisions.

Each officer in the zone of consideration is responsible to ensure that all information contained in their records is accurate and up to date. Officers are encouraged to review their records prior to their evaluation by the board.

## **8-4 DISSEMINATION OF THE RESULTS OF THE OFFICER MANAGEMENT LIST BOARD**

Once the Adjutant General approves the results of the Officer Management List Board, the results will be released to senior commanders. The results will also be posted to the State Internet site, without scores to allow the dissemination of the results to all of the officers concerned.

## **8-5 OFFICER MANAGEMENT POLICY**

On a quarterly basis, the Personnel Council and the Executive Personnel Council convene to consider and approve officer management issues. Prior to the councils convening, the Officer Personnel Management Branch will prepare a listing of the agenda items and provide officer management tools to assist the councils with their deliberations. The council will consider the following categories of actions:

- a. Assignment of officers to Lieutenant Colonel and higher-level command positions.
- b. Promotion of officers to the ranks of Lieutenant Colonel and Colonel.
- c. Promotion of AGR officers to fill AGR control grade positions.
- d. Requests for extension of mandatory removal dates.
- e. Policies to improve the professionalism of the officer corps.
- f. Reassignment and transfer of officers in the ranks of Lieutenant Colonel and Colonel.

## **8-6 COMPOSITION OF THE PERSONNEL COUNCIL**

The Personnel Council is composed of the individuals who occupy the following duty positions: The Chief of Staff of the California National Guard, the Chief of Staff of the California Army National Guard, the Chief of Staff of the Joint Staff, Chief of Staff of the 49th Combat Support Command, and the Chief of Staff of the 40th Infantry Division. The Chief of Staff of the California Army National Guard serves as the President of the Council. As the structure of the National Guard changes the positions that serve on the council may change to reflect the new structure. A representative of the Officer Personnel Management Branch serves an advisor and recorder for the council. If any of these members are unable to attend a session of the council they may designate a representative to serve and vote on their behalf.

## **8-7 FUNCTION OF THE PERSONNEL COUNCIL**

The function of the personnel council is to make recommendations to the Executive Personnel Council concerning officer management decisions. Prior to convening of the Personnel Council the members and the advisors to council submit to the Officer Personnel Management

Branch actions to be placed on the agenda, upcoming field grade vacancies and other issues that require the council's consideration.

## **8-8 COMPOSITION OF THE EXECUTIVE PERSONNEL COUNCIL**

The Executive Personnel Council is composed of the Assistant Adjutant General who serves as President, The Commander CA ARNG, the Commander of the Joint Staff, the Commander of the 40th Infantry Division and the Commander of the 49th Combat Support Command. If any of these members are unable to attend a session of the council they forfeit their vote. In the absence of the Assistant Adjutant General, the Commander CA ARNG serves as President of the council.

## **8-9 FUNCTION OF THE EXECUTIVE PERSONNEL COUNCIL**

The function of the Executive Personnel Council is to review the recommendations of the Personnel Council and either approve or disapprove the recommendations. The decisions of the Executive Personnel Council are forwarded to the Adjutant General for his review and approval.

## **8-10 DISSEMINATION OF THE RESULTS OF THE EXECUTIVE PERSONNEL COUNCIL**

Once the Executive Personnel Council adjourns and the Adjutant General approves the council's decisions, it is the members of the council responsibility to notify their subordinates of actions that affect them. Prior to the Adjutant General approving the council's decisions, there will be no dissemination of their decisions.

# **CHAPTER 9 OFFICER/WARRANT OFFICER SELECTIVE RETENTION**

## **9-1. OBJECTIVE**

The program for selective retention is designed to:

- a. Provide maximum career incentive.
- b. Give recognition to sustained excellent or better performance.
- c. Provide a highly motivated officer corps and a high retention rate among the top qualified officers/warrant officers.
- d. Ensure that only the most capable officers/warrant officers are retained beyond 20 years of qualifying service for assignment to the comparatively few higher level command and staff positions.

## **9-2. RESPONSIBILITIES**

Chief, National Guard Bureau (CNGB) will monitor and support the Selective Retention Program, in accordance

with NGR 635-102. The Adjutant General of California will implement and administer the retention program for CA ARNG officers and warrant officers. Commanders at all levels are responsible for counseling officers/warrant officers on selective retention.

### **9-3. ZONES OF CONSIDERATION**

The Selective Retention Board will consider all officers in the grade of Colonel and below, and warrant officers who are within the following zones by the date the board convenes:

- a.* Have at least 20 years of qualifying service for retired pay.
- b.* The Selective Retention Board will examine records of CA ARNG officers and warrant officers, in the grade of colonel and below, in the zone of consideration every two years unless, based on recommendation of the board, the Adjutant General approves that the individual's record be reviewed the following year.
- c.* Officers/warrant officers, having a mandatory removal date during the calendar year in which the Selective Retention Board convenes, will not be considered for selective retention.

### **9-4. SCHEDULING OF RETENTION BOARDS**

The Adjutant General will cause a Selective Retention Board to convene each year during the period of January through June.

### **9-5. COMPOSITION OF THE BOARD**

Officer Selective Retention Board will be composed of three members as outlined in NGR 635-102, paragraph 8a(1).

### **9-6. PROCEDURES REQUIRED FOR SUPPORT OF THE SELECTIVE RETENTION PROGRAM**

The following procedures will be used in the administration of the program:

- a.* CAMP-OPMS will notify the major commands of the pending Board, to include whose records will be reviewed, when the recommendation for retention must be at CAMP-OPMS, and the proposed date the board will convene.
- b.* The major commands will notify organizations and separate units of the Board, and will establish procedures to ensure recommendations are screened, reviewed by the officer, and forwarded to the SRCOM for consolidation. SRCOMs will ensure the completed form arrives at this headquarters, ATTN: CAMP-OPMS, not later than the posted suspense date.

### **9-7. ADMINISTRATIVE RESPONSIBILITY (CAL Form 600-4-R).**

- a.* The officer being considered will verify items 1 through 11, and 13 in Section 1.
- b.* The unit of assignment of the considered officer is responsible for completing Items 12, 15 and 19.
- c.* The immediate organizational commander must complete Sections 6 and 7.
- d.* Consecutive endorsements must be completed by each commander in the considered officer's chain of command.
- e.* SRCOMs have the overall responsibility for the completion and submission of the CAL ARNG Form 600-4-R.

## **CHAPTER 10 – OFFICER EVALUATION REPORTS**

### **10-1. GENERAL INFORMATION**

- a.* The provisions of AR 623-105, 1 April 1998, are applicable to the Army National Guard. AR 623-105, Chapter 5 sets policies and procedures for applying the Officer Evaluation Reporting System to the Army National Guard. AR 623-105, Chapter 5, makes extensive reference to the other chapters in the regulation for the basics of the Officer Evaluation Reporting System. Therefore, a thorough knowledge of the entire regulation is required, with special emphasis on Chapter 3.
- b.* The U.S. Army Officer Evaluation Report (DA Form 67-9) is one of the most important documents that effect an officer's career. An officer's evaluation report may be used to determine his retention, promotion, assignment, ROPMA status and overall value to the service.
- c.* The Officer Evaluation Report Support Form (DA FORM 67-9-1) is designed to increase planning and relate performance to mission through joint understanding between the rater and the rated officer as to duty description and major performance objectives at the beginning of the period. It also encourages performance counseling as well as providing information for rater, intermediate rater, and senior rater for use in making their evaluation.
- d.* The Senior Rater Profile Report (DA FORM 67-9-2) is an addition to the reporting process. One copy is provided the senior rater for his personal use. A second copy is filed in the senior rater's OMPF at ARNG Personnel Center. A third copy is filed at State Headquarters. No copy will be maintained in the MPRJ. This report tracks the rating history of each senior rater and makes this information available to the senior rater, DA, NGB, and State Headquarters. It emphasizes the importance of the senior rater's responsibility to provide credible rating information to the foregoing. This is one of the senior rater's most important responsibilities. It affects future leadership and has great impact on how the Army and the Army National Guard accomplish their missions. As such, Federal Recognition Boards, Selective Retention Boards, Officer Personnel Classification Boards and career managers at the state level will view this report.

Selection boards of various kinds, including mandatory promotion boards will view the copy in the OMPF at NGB.

*e.* It is important that every word and figure be carefully considered in preparing an evaluation report. An unintentional or misinterpreted comment may penalize an officer for years to come.

*f.* Counseling is emphasized as a continuing aspect of leadership. To be effective, counseling must include calling attention to achievements, stressing strong points as well as weak ones, and making suggestions for possible improvements and future development.

*g.* The individual can use his rating and counseling to improve his professional effectiveness, provided the rater, intermediate rater, and senior rater do their job properly and constructively.

## **10-2. RESPONSIBILITY OF COMMANDERS AND KEY STAFF OFFICERS**

*a.* Each commander and key staff officer is responsible for ensuring (by personal counseling when possible) that each officer is informed of the following:

- (1)* Requirements for evaluation reports.
- (2)* The importance of evaluation reports in assessing the officer's overall value to the service.

*b.* Commanders will ensure:

*(1)* That rating chains are established and subsequently published and distributed to the rated officer and each member of the rating chain. That each officer knows his or her rater, intermediate rater (if applicable) and senior rater. That copies of rating schemes are posted on bulletin boards in all units and detachments.

*(2)* Applicable responsibilities as outlined in AR 623-105 for such reports as may be initiated by the organization. That reports are accurate, completed on time, and forwarded to the next higher headquarters to meet suspense dates, which, unless otherwise specified, are established as follows:

*a.* To accompany the request for personnel action as required by Chapter 4, this pamphlet.

*b.* Not later than 90 days past the "thru" date for all other OERS.

## **10-3. RESPONSIBILITY FOR REPORTS/FORMS INITIATION**

*a.* Under the Officer Evaluation Reporting System, responsibility for the initiation, control, and typing of all OERS, to include Annual, Change of Duty, Change of Rater and such other OERs as may be required, is located at organizational level.

*b.* Officer Personnel Branch will accomplish the following actions:

*(1)* Monitor and suspense all OER requirements by screening of personnel actions, approve all OERS, reproduce and distribute them.

*(2)* Continue to examine, monitor, control, and supervise the overall operation of the CA-ARNG OER System,

advising HQ STARC CA ARNG staff and field commanders concerning trends in efficiency of the system and changing requirements of regulations and policies of National Guard Bureau.

## **10-4. RESPONSIBILITY OF SENIOR RATERS**

*a.* The Senior Rater will ensure that proper rated officer, rater, and intermediate rater channels have been followed and that AR 623-105 has been complied with in each case. Obvious errors will be brought to the attention of rated officer, rater, or intermediate rater, as the case may be.

*b.* The Senior Rater, as reviewing official, will carefully analyze the rater's and the intermediate rater's evaluation of the rated officer from the standpoint of fairness with respect to the interest of the rated officer and the Army. He will return to the proper officer, as appropriate, reports which do not contain adequate comments or which reflect obvious inconsistencies between rater and intermediate rater evaluations. Upon receipt of unusual, adverse, or derogatory reports he will ensure that the report has been referred to the rated officer for comment and that proof of such referral is attached to the DA Form 67-9 concerned. See AR 623-105, paragraphs 3-32, 3-33 and Appendix C for referral details.

## **10-5. RESPONSIBILITY OF RATERS, INTERMEDIATE RATERS, AND SENIOR RATERS**

*a.* Officers will be rated and reports will be rendered at the lowest level possible and by the next in command or staff supervisory channels, provided that no individual shall be rated by his junior in date of rank. When possible, commanders will be rated by the next higher commander.

*b.* Normally the intermediate rater is a supervisor between the rater and the senior rater.

## **10-6 RESPONSIBILITY OF MILITARY PERSONNEL OFFICERS**

Military Personnel Officers (or other personnel responsible for initiation and preparation of OERS) will:

*a.* Become thoroughly familiar with AR 623-105.

*b.* Maintain current rating chains and suspense dates for submission of reports due.

*c.* Provide administrative assistance to raters, intermediate raters, and Senior raters.

*d.* Furnish copies of AR 623-105 and/or complete instructions for completing DA Form 67-9 to raters, intermediate raters, and senior raters upon request.

*e.* Ensure that the report is prepared on DA Form 67-9, dated October 97.

*f.* Ensure that the rated officer receives a copy of the completed report by mail (State Military Personnel Officer only).

*g.* Complete certain items on DA Form 67-9, as detailed in AR 623-105, Chapter 3, Section IV.

*h.* Ensure that the OER is prepared as an original only and forwarded to CAMP-OPMS for final administrative review. State Military Personnel Officer will then forward original to NGB, place one machine reproduced copy in the officer's OPMS file and send a copy to rated officer by mail.

## **10-7. TYPES OF REPORTS AND WHEN SUBMITTED**

Reports will be submitted as required by AR 623-105, dated 1 Apr 98, chapter 3, Sections VI-IX and chapter 5 paragraphs 5-21 through 5-23.

## **10-8. NONRATED PERIODS**

Refer to AR 623-205 paragraph 3-16.c.

## **10-9. DATES - REPORTING PERIOD AND AUTHENTICATION**

OER may be signed by each individual in the rating chain up to 14 days prior to the "thru" date of the report. The senior rater may not sign or date the report prior to the rater and intermediate rater. The rated officer may not sign or date the report prior to the rater, intermediate rater or senior rater.

## **10-10. REFERRED REPORTS**

Reference AR 623-105, paragraphs 3-32, 3-33, 5-24 and Figure 3-7. Reports which may have an adverse impact on the rated officer's career, as defined in AR 623-105, paragraph 3-32, must be referred in writing, to the rated officer by the senior rater. Note that the comments of the rated officer do not constitute an appeal or a request for a commander's inquiry and memorandum of referral will so state. Figure 3-7 on page 38 of AR 623-205 contains a sample memorandum of referral.

## **10-11. APPEALS**

OER appeals will be processed and submitted in accordance with AR 623-105, Chapter 6, Section 3. Appendix F of the regulation has guidance on constructing an appeal.

## **10-12. ACADEMIC REPORTS**

*a.* Service School Academic Evaluation Reports (DA Form 1059), received by officers from service schools upon completion of a resident course of instruction, will be counted as a report only if a report (DA Form 67-9) was rendered prior to their departure for the service school.

*b.* Criteria for rendering a DA Form 67-9, OER, for officers entering on ADT or ADSW for period greater than

30 days is found in AR 623-105, paragraph 5-21-d.

## **10-13. ADMINISTRATIVELY INCORRECT REPORT**

*a.* Reports that are administratively incorrect will be returned to the preparing organization for correction.

*b.* Common deficiencies found on DA Form 67-9 submitted to Officer Personnel Branch are:

(1) Incorrect beginning date (date listed in SIDPERS is the "thru" date of the last OER. Therefore, the beginning date of the next report is the day following this date. If a discrepancy exists between SIDPERS and organizational records, call CAMP-OPMS for clarification).

(2) Raters signatures before "thru" date.

(3) Missing height/weight and/or APFT data in Part IV.

(4) Failure to make appropriate comments required when officers do not meet APFT and/or height/weight requirements.

(5) Excessive typographical errors and errors in SSN (indicates a need for proofreading).

(6) Obvious inconsistencies between evaluations of the various rating officials (senior rater should attempt to resolve conflicting evaluations).

(7) Failure to refer reports requiring referral to rated officers for comment.

(8) Failure to comment on officer's status in military education.

(9) Too brief comments (Refer to Appendix B for detailed administrative preparation and common errors).

## **10-14 CAREER FIELDS (OPMS XXI)**

Part V (c) of the OER references career fields to be listed pertaining to captains through lieutenant colonels. Under OPMS XXI the branches and functional areas are grouped into five career fields they are organized as follows:

### **OPERATIONS CAREER FIELD**

11-Infantry Branch 12-Armor Branch, 13-Field Artillery Branch, 14-Air Defense Artillery Branch 15-Aviation Branch, 18-Special Forces Branch, 21- Engineer Branch, 25-Signal Corps Branch, 31-Military Police Branch, 35-Military Intelligence Branch, 38-Civil Affairs Branch, 42-Adjutant General Corps Branch, 44-Finance Corps Branch, 74-Chemical Branch, 88-Transportation Corps Branch, 91-Ordnance Corps Branch, and 92-Quartermaster Corps, Psychological Operations and Civil Affairs Functional Area, Multifunctional Logistician Program Functional Area.

### **INSTITUTIONAL SUPPORT CAREER FIELD**

Human Resource Management Functional Area, Comptroller Functional Area, Academy Professor, USMA Functional Area, Operations Research/Systems Analysis Functional Area, Force Management Functional Area, Nuclear Research and Operations Functional Area, Strategic Plans

and Policy Functional Area.

## **INFORMATION OPERATION CAREER FIELD**

Information Systems Engineering Functional Area, Information Operations Functional Area, Strategic Intelligence Functional Area, Space Operations Functional Area, Public Affairs Functional Area, Information Systems Management Functional Area, Simulations Functional Area.

## **OPERATIONAL SUPPORT CAREER FIELD**

Foreign Area Officer Functional Area, Army Acquisition Corps Functional Area.

## **SPECIAL BRANCHES**

Judge Advocate Generals Corps, Chaplain Corps, and Army Medical Department.

## **10-15 INSTRUCTIONS FOR USING JETFORM FILLER PRO 5.1**

You must execute the following 7 steps when using Jetform Filler Pro 5.1 when printing the DA Form 67-9:

- Open the application, but do not open any form.
- From within the filler application, choose the **“TOOLS”** menu.
- From the drop-down **“TOOLS”** menu, select **“OPTIONS”**.
- From within **“OPTIONS”**, click on the **“VIEW”** tab.
- Activate the **“DISPLAY AS”** drop-down menu.
- Select **“BORDERLESS SQUARES”** option from the list.
- Click **OK**, now you should be ready to print.

These 7 steps must be followed each time the program is used to print an OER. OERs that are printed in other than “Borderless Squares” cannot be processed by NGB, and they will be returned to the initiating unit or organization without action.

For detailed administrative guidance refer to Appendix C

## **CHAPTER 11 – SEPARATIONS**

### **11-1. MANDATORY REMOVAL FOR AGE**

Officers, unless removed earlier, must be removed from an active status no later than the last day of the month they attain:

- a. Age 64, for Chief, National Guard Bureau; State Adjutants General; and, CG, District of Columbia National Guard;
- b. Age 62, for major generals and brigadier generals

recommended for promotion (except those in para a. above).

- c. Age 60, for brigadier generals and all officers below the grade of brigadier general (except those in para a. above).

### **11-2. MANDATORY REMOVAL FOR YEARS OF, COMMISSIONED SERVICE**

Unless sooner promoted, an officer will be removed from active status on the date shown for the indicated grade, but in no case later than his/her mandatory removal date for age (see paragraph 11-1 above).

- a. Major General (to include brigadier generals selected for promotion to major general). Thirty days after completing 35 years of commissioned service or upon the fifth anniversary of time in grade, whichever is later.

- b. Brigadier General (to include colonels selected for promotion to brigadier general). Thirty days after completing 30 years of commissioned service or upon the fifth anniversary of time in grade, whichever is later.

- c. Colonel (to include lieutenant colonels selected for promotion to colonel). The first day of the month after the month completing 30 years of commissioned service. (Note: There is no 5-year time in grade provision under ROPMA.)

- d. Lieutenant Colonel (not recommended for promotion to colonel). The first day of the month after the month completing 28 years of commissioned service.

- e. Major (failed of selection for promotion to lieutenant colonel for the second time). The first day of the month after the month completing 20 years of commissioned service.

- f. Captain (failed of selection for promotion to major for the second time). The first day of the seventh month following the final approval of the board report.

- g. First Lieutenant (failed of selection for promotion to captain for the second time). The first day of the seventh month following the final approval of the board report.

- h. Computing mandatory removal dates:

- (1) Officers below the grade of colonel on and after 1 October 1996, will have their Federal recognition withdrawn on the last day of the month completing 28 years of commissioned officer service. These officers will be removed from an active status as a Reserve of the Army no later than the first day of the month following completion of 28 years of commissioned officer service.

- (2) Officers recommended for the grade of colonel on and after 1 October 1996, will have their Federal recognition withdrawn on the last day of the month completing 30 years of commissioned officer service. These officers will be removed from an active status as a Reserve of the Army no later than the first day of the month following completion of 30 years of commissioned officer service.

- (3) Officers below the grade of lieutenant colonel who are non-selected for promotion the second time will have

their mandatory removal date recomputed to reflect the removal provisions of paragraph 11-2(e),(f), and (g) as appropriate.

### **11-3. SECOND LIEUTENANTS**

a. Second lieutenants will be considered for promotion to first lieutenant prior to reaching 24 months of commissioned service so that they can be promoted timely upon reaching 24 months of commissioned service. However, they must also be qualified in all other respects (see NGR 600-100).

b. A second lieutenant found not qualified for promotion at 24 months of commissioned service must be retained for at least six months from the date he/she should have been promoted if found qualified. However, during this six month period, the Adjutant General of the State concerned may request, in writing, that the Chief, National Guard Bureau, retain the officer for up to an additional twelve months. Should the officer become qualified at any time during the period of retention, the officer can be promoted to first lieutenant. If still not qualified for promotion, the officer must be separated no later than 18 months from the date the officer was first found not qualified.

### **11-4. CONTINUATION OF ARMY MEDICAL DEPARTMENT (AMEDD) OFFICERS**

AMEDD officers covered by this paragraph include those in the following Corps: Medical; Dental; Veterinary; Medical Services (allied health officers and biomedical sciences officers), to include the Optometry section; Army Nurse; and Army Medical Specialists.

a. Officers with five or more years of commissioned service, who have not twice failed of selection for promotion to captain, major, and lieutenant colonel, and who are otherwise qualified, may be considered for continuation beyond their mandatory removal date for years of commissioned service, but not beyond age 60.

b. As an exception to the preceding paragraph, Medical Corps officers may be further continued beyond age 60, in two-year increments, and on a case-by-case basis, to ages 62, 64, and 66. Those officers continued to age 66 may be further continued to age 67, again on a case-by-case basis.

c. Requests for continuation of AMEDD officers should be forwarded to CNGB (NGB-ARP-PO) at least six months prior to the officer's MRD, should contain the information required by Appendix C, NGR 635-100, and should be signed by the Adjutant, General.

### **11-5 CONTINUATION OF CHAPLAINS**

(1) Chaplains with five or more years of commissioned service, who have not twice failed selection for promotion to captain, major, and lieutenant colonel, and who are otherwise qualified, may be considered for continuation beyond their mandatory removal date for

years of commissioned service, but not beyond age 60.

(2) Requests for continuation of Chaplains should be forwarded to CNGB (NGB-ARP-PO) at least six months prior to the officer's MRD, should contain the information required by Appendix C, NGR 635-100, and should be signed by the Adjutant General.

### **11-6. CONTINUATION of UNITED STATES PROPERTY and FISCAL OFFICERS (USPFO)**

USPFO's may be continued beyond MRD for years of service, but not beyond age 60. Requests for continuation of USPFOs should be forwarded to CNGB (NGB-ARP-PO) at least six months prior to the officer's MRD.

### **11-7. CONTINUATION OF MILITARY TECHNICIANS**

Army National Guard technicians who are eligible (required to maintain an ARNG military status for continued employment) in the grades of major, lieutenant colonel, and colonel may be continued in an active status beyond their MRD for length of service, but not beyond age 60, for any of the following reasons:

a. To qualify for an immediate unreduced civil service retirement (CSRS) annuity or for an immediate unreduced Federal employees retirement system (FERS) annuity, as applicable, provided they are otherwise fully qualified.

b. For a period not to exceed two years beyond MRD if it is clearly demonstrated that an adequate replacement is not available and that the officer's service is essential.

c. As an exception beyond the provisions of paragraphs (a) and (b) above, on a year-by-year basis, and only with the specific approval of the Secretary of the Army. All requests will be reviewed by the Chief, National Guard Bureau. Only those cases that are fully justified and worthy of consideration will be forwarded to the Secretary of the Army.

d. Requests for continuation should be forwarded to CNGB (NGB-ARP-PO) at least six months prior to the officer's MRD, and should contain the information required by Appendix C, NGR 635-100.

### **11-8. OFFICERS WITHIN TWO YEARS OF RETIREMENT**

The eighteen-year lock-in remains under ROPMA. That is, an officer who has completed at least eighteen years of creditable service for retirement may be continued on the RASL to qualify for retirement. However, an officer so continued will be removed from active status on the date the officer qualifies for retired pay unless sooner removed for physical disability, cause, attaining maximum age or at the officer's own request. In no case will an officer be continued under this paragraph for longer than two years beyond the date the officer would have been separated for years of service.

## 11-9. SEPARATION

Separation of officers and warrant officers will be effected by orders published by this headquarters. When officers are discharged from the Army National Guard, the Chief, National Guard Bureau withdraws their Federal Recognition. They then lose their status in the NGUS and they automatically become members of the Army Reserve, under the provisions of the Armed Forces Reserve Act of 1952. Commissioned officers and warrant officers will be discharged under the conditions set forth in NGR 635-100.

## 11-10. RESIGNATION.

a. Officers and warrant officer desiring discharge from the California Army National Guard may submit their resignation to this headquarters through command channels and will include a completed Officer Evaluation Report (DA FORM 67-9), if applicable. Resignation will include current mailing address. Each commander through whom the recommendation is forwarded will indicate approval or disapproval. If the officer is a unit commander, the next higher commander will recommend a new commander and indicate the desired effective date. Upon receipt and acceptance of a letter of resignation by this Department, orders will be issued announcing the discharge of the individual concerned.

b. Resignation from the California Army National Guard and as a Reserve of the Army will be submitted using the example memorandum in Annex B. This same format and most others in Annex B can be used for warrant officer resignation, or action requests, by modifying the term officer to read warrant officer.

c. Capable officers/warrant officers, other than 2LT's, who cannot perform National Guard duties because of temporary change of residence or business interference may be transferred to the Inactive National Guard, IAW NGR 614-1, Chapter 4.

## 11-11. STATUS UPON TERMINATION OF FEDERAL RECOGNITION

Officers/warrant officers discharged from the California Army National Guard are transferred to a USAR Control Group in accordance with NGR 635-100, paragraph 7. Officers or warrant officers requesting discharge from the CA-ARNG will submit their request in accordance with NGR 635-100 and will indicate the USAR Control Group to which they desire to be transferred. The following options are available in accordance with AR 140-10:

a. USAR Control Group (Annual Training). Assignment is authorized for persons who:

(1) Have not completed their statutory military service obligation.

(2) Have less than three years of AD credit.

(3) Have a mandatory training requirement.

b. USAR Control Group (Reinforcement). Assignment

is authorized for persons who:

(1) Accept mandatory promotion to higher grade in USAR.

(2) May or may not have completed their statutory military service obligation.

(3) Have three or more years of AD credit.

(4) Have no mandatory training requirement.

(5) Complete two years of AD and one year in an Army National Guard (ARNG) or USAR unit.

(6) Have Federal recognition withdrawn as a result of a selection board convened per National Guard Regulation (NGR) 635-102. The member must request transfer in writing.

c. Concurrent Resignation of Commission. An officer or warrant officer who has no reserve obligation under the Universal Military Training and Service Act may submit a Concurrent Resignation from the California Army National Guard and from their appointment as a Reserve Commissioned officer of the Army in the same memorandum in accordance with ANNEX B.

(1) Officers who resign their National Guard appointments and become members of one of the USAR Control Groups are responsible for keeping the U.S. Army Reserve Personnel Center (ARPERSCON) informed as to their whereabouts and furnish them with a current address on a timely basis. The address is: Cdr, ARPERSCON, 9700 Page Blvd., St. Louis, MO 63132-5200.

(2) Once an officer or warrant officer resigns from the CA-ARNG and is assigned to a USAR Control Group, any future transfers come under the jurisdiction of the Commander, U.S. Army Reserve Personnel Center (ARPERSCON).

## 11-12. ANNOUNCEMENT OF WITHDRAWAL OF FEDERAL RECOGNITION.

a. Announcement of the withdrawal of Federal recognition of officers/warrant officers will be made in orders published by the Chief, National Guard Bureau.

b. When Federal recognition has been withdrawn by the Chief, National Guard Bureau, revocation of the discharge order will not be considered as basis for restoration of Federal recognition.

c. A copy of the orders announcing withdrawal of Federal recognition, will be distributed to the officer's unit. The officers/warrant officer's copy of the orders will be mailed to the last known address furnished this headquarters.

## 11-13. SEPARATION UNDER ROPMA

Officers will be separated under the provisions of ROPMA for the following reasons:

a. Upon acceptance of mandatory promotion (NGR 635-100, paragraph 5b(7)).

b. Failure to be selected for promotion to the next higher grade after a second consideration (first lieutenants, captains and majors) (NGR 635-100, paragraph 5a(10)).



## **REFERENCES:**

**Army Regulation 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, dated 1 September 1994.**

**Army Regulation 135-175, Separation of Officers, dated 1 May 1971.**

**Army Regulation, 623-105, Personnel Evaluation – Officer Evaluation Reporting System, dated 1 April 1998.**

**Department of the Army Pamphlet 600-3, Commissioned Officer Development and Career Management, dated 1 October 1998.**

**Department of the Army Pamphlet 600-11, Warrant Officer Professional Development, dated 30 December 1996.**

**Department of the Army Pamphlet, 611-21, Military Occupational Classification and Structure, dated 31 March 1999.**

**National Guard Regulation 600-100, Commissioned Officer – Federal Recognition and Related Personnel Actions, dated 15 April 1994.**

**National Guard Regulation 600-101, Warrant Officers – Federal Recognition and Related Personnel Actions, dated 1 October 1996.**

**National Guard Regulation 614-1, Inactive National Guard, dated 1 December 1986.**

**National Guard Regulation, 635-102, Personnel Separations – Officers and Warrant Officers Selective Retention, dated 1 June 1988.**

**The Reserve Officer Personnel Management Act (ROPMA), A Guide For Personnel Managers of the Army National Guard, dated 11 September 1996.**

# ANNEX A

## COMMANDERS HEIGHT/WEIGHT VERIFICATION STATEMENT

GRADE, NAME	SSN	UNIT OF ASSIGNMENT
-------------	-----	--------------------

I certify the above named soldier was checked for compliance with AR 600-9 on

\_\_\_\_\_.

\_\_\_\_\_ Soldier's height of \_\_\_\_\_ inches and weight of \_\_\_\_\_ lbs are in compliance with the standards of Table 1, AR 600-9.

\_\_\_\_\_ Soldier's height of \_\_\_\_\_" and weight of \_\_\_\_\_ lbs. exceeds standards listed in Table 1, AR 600-9. However, he/she has been measured using established procedures IAW Appendix B, AR 600-9 and has been found to meet the body fat standards. A copy of CAL ARNG Form 600-9-R, Body Fat Worksheet is attached as evidence.

\_\_\_\_\_ Soldier's height of \_\_\_\_\_" and weight of \_\_\_\_\_ lbs. does exceeds the standards listed in Table 1, AR 600-9. The soldier has been measured using established procedures IAW Appendix B, AR 600-9 and has been found to exceed the body fat standards. Soldier has been counseled and is currently on a weight control program. A copy of CAL ARNG Form 600-9-R, Body Fat Worksheet is attached as evidence.

\_\_\_\_\_  
(Commander's/Master Fitness Trainers Signature and Date)

**Table 1**  
**Weight for Height Table (Screening Table Weight)**

Height (inches)	Male Age				Female Age			
	17-20	21-27	28-39	40+	17-20	21-27	28-39	40+
58	—	—	—	—	109	112	115	119
59	—	—	—	—	113	116	119	123
60	132	136	139	141	116	120	123	127
61	136	140	144	146	120	124	127	131
62	141	144	148	150	125	129	132	137
63	145	149	153	155	129	133	137	141
64	150	154	158	160	133	137	141	145
65	155	159	163	165	137	141	145	149
66	160	163	166	170	141	146	150	154
67	165	169	174	176	145	149	154	159
68	170	174	179	181	150	154	159	164
69	175	179	184	186	154	158	163	168
70	180	185	189	192	159	163	168	173
71	185	189	194	197	163	167	172	177
72	190	195	200	203	167	172	177	183
73	195	200	205	208	172	177	182	188
74	201	206	211	214	178	183	189	194
75	206	212	217	220	183	188	194	200
76	212	217	223	226	189	194	200	206
77	218	223	229	232	193	199	205	211
78	223	229	235	238	198	204	210	216
79	229	235	241	244	203	209	215	222
80	234	240	247	250	208	214	220	227

**OFFICER SELECTIVE/ENLISTED QUALITATIVE RETENTION BOARD (OSRB/EQRB)**

1. RANK	2. NAME (LAST, FIRST, MI)	3. SOCIAL SECURITY NUMBER	4. UNIT	
5. DY POSN (OFF) DMOS (WO/ENL)		6. PSSI (OFF) PMOS (WO/ENL)	7. SSSI (OFF) SMOS (WO/ENL)	8. ASSI (OFF) AMOS (WO/ENL)

**SECTION 1 - EDUCATION DATA**

9. List the last two (2) military schools attended		10. List the highest civilian education		
HIGHEST MILITARY SCHOOL	YEAR COMPLETED	HIGHEST CIVILIAN SCHOOL	YEAR COMPLETED	LEVEL OF DEGREE

**SECTION 2 - PHYSICAL DATA**

11. DATE OF LAST PHYSICAL	12. AGE	13. PULHES	14. PHY CAT	15. HT	16. WT	17. BODY FAT %	18. AMC SCREEN GO <input type="checkbox"/> NO GO <input type="checkbox"/> NONE <input type="checkbox"/>
---------------------------	---------	------------	-------------	--------	--------	----------------	--

19 List the last three (3) APFT scores (to include record and diagnostic in the space provided below)

CURRENT (DATE)	PUSH UPS	SCORE	SIT UPS	SCORE	RUN TIME	SCORE	TOTAL SCORE	PASS/FAIL
PAST (DATE)	PUSH UPS	SCORE	SIT UPS	SCORE	RUN TIME	SCORE	TOTAL SCORE	PASS/FAIL
PAST (DATE)	PUSH UPS	SCORE	SIT UPS	SCORE	RUN TIME	SCORE	TOTAL SCORE	PASS/FAIL

20. PROFILE: ☐ PERMANENT ☐ TEMPORARY ☐ NONE21. FLAGGED ☐ YES ☐ NO

(If Yes, explain in remarks below)

(Check One)

(If Yes, explain in remarks below)

(Check One)

**SECTION 3 – ASSIGNMENT HISTORY (Last Five Years Only)**

22.	DATE	RANK	JOB TITLE	UNIT OF ASSIGNMENT

**SECTION 4 - REMARKS**

23. REMARKS: (Comments are required for No Go and Failures)

**SECTION 5 - SOLDIER CERTIFICATION**

24. I certify that I personally reviewed the information above and I found it to be accurate. Should I not be retained, I have indicated my options to be separated on the attached enclosure.

\_\_\_\_\_  
(Soldiers' Signature)\_\_\_\_\_  
(Date)

**SECTION 6 - OSRB/EQRB ACTIONS**

25. WAS OFFICER/ENLISTED SOLDIER RETAINED ON THE LAST OSRB/EQRB BOARD AND GIVEN A ONE YEAR LETTER? YES NO

**SECTION 7 – UNIT COMMANDER’S RECOMMENDATION**

26. RECOMMEND RETENTION

RECOMMEND NON-RETENTION

COMMENTS: (Comments are mandatory for retention and/or non-retention)

NAME, GRADE, POSITION TITLE, UNIT

DATE

SIGNATURE (Commander Only)

FIRST ENDORSEMENT (NEXT HIGHER HEADQUARTERS)

27. CONCUR

NON-CONCUR WITH THE PRECEEDING RECOMMENDATION

COMMENTS: Comments are mandatory for non-retention or non-concurrence

NAME, GRADE, POSITION TITLE, UNIT

DATE

SIGNATURE (Commander Only)

SECOND ENDORSEMENT (NEXT HIGHER HEADQUARTERS)

28. CONCUR

NON-CONCUR WITH THE PRECEEDING RECOMMENDATION

COMMENTS: Comments are mandatory for non-retention or non-concurrence

NAME, GRADE, POSITION TITLE, UNIT

DATE

SIGNATURE (Commander Only)

THIRD ENDORSEMENT (NEXT HIGHER HEADQUARTERS)

29. CONCUR

NON-CONCUR WITH THE PRECEEDING RECOMMENDATION

COMMENTS: Comments are mandatory for non-retention or non-concurrence

NAME, GRADE, POSITION TITLE, UNIT

DATE

SIGNATURE (Commander Only)

## ANNEX B

### SAMPLE PERSONNEL ACTION REQUESTS

- **RECOMMENDATION FOR PROMOTION MEMORANDUM**
- **STATEMENT IN LIEU OF PHYSICAL**
- **PROPERTY BOOK OFFICER CHANGE OF COMMAND INVENTORY MEMORANDUM**
- **REQUEST FOR BRANCH TRANSFER**
- **REQUEST FOR AWARD OF WARRANT OFFICER MILITARY OCCUPATION SPECIALTY**
- **RESIGNATION WITH TRANSFER TO USAR CONTROL GROUP (other than Retired Reserve)**
- **RESIGNATION WITH TRANSFER TO THE RETIRED RESERVE**
- **RESIGNATION FROM THE ARMY NATIONAL GUARD AND AS A RESERVE OF THE ARMY**
- **REQUEST FOR EXTENSION OF MANDATORY REMOVAL DATE, OFFICER**
- **REQUEST FOR EXTENSION OF MANDATORY REMOVAL DATE, WARRANT OFFICER**

- **RECOMMENDATION FOR PROMOTION MEMORANDUM**

\*Attach the following documents as enclosures if applicable:

1. DA Form 705 (**required**)
2. DA Form 5500, Body Fat Worksheet (**required, if** the officer exceeds the screening table in AR 600-9)
3. Statement in lieu of Physical Examination or a Physical Exam less than 1 year old. (**required**)
4. **DA Form 1059, proof of completion of military education requirement. \*\***
5. Current Officer Evaluation Report (**required**)
6. Official raised transcripts documenting the award of a BA or higher degree. \*\*

\*\* You may call the Officer Records Section to verify if these documents are on file in the Officers MPRJ. Call commercial (916) 854-3120, dsn 466-3120 or CAGNET 63120.

## UNIT LETTERHEAD

Your Office Symbol

Date

MEMORANDUM FOR Office of the Adjutant General, ATTN: CAMP-OPMS,  
P.O. Box 269101, Sacramento, CA 95826-9101

SUBJECT: Recommendation for Promotion of Officer

1. Under the provisions of chapter 8, NGR 600-100, recommend that the following named officer be promoted in the Army National Guard:

- a. Name: .
- b. SSN:
- c. Branch:
- d. Area of concentration and/or functional area:
- e. Present grade:
- f. Present assignment and unit: Include para & line.
- g. Grade, assignment and unit for which recommended: Include para & line.
- h. Mailing address (home and unit):

Home:

Unit:

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and branch for which recommended.

- a. The following periods of service are creditable for promotion to the higher grade:  
“Present DOR” to present.
- b. The officer meets the minimum military and civilian educational requirements. See enclosed evidence.
- c. Individual meets the height and weight standards of AR 600-9: (yes) Height:” Weight: #, B.F.P: .

Encl

YOUR COMMANDER'S  
SIGNATURE BLOCK  
Commanding

# STATEMENT IN LIEU OF CURRENT MEDICAL EXAMINATION

\_\_\_\_\_  
DATE

I, the undersigned, do hereby verify that I underwent a complete medical examination for military service on or about \_\_\_\_\_  
accomplished by \_\_\_\_\_  
and that since that time-

☐ I have not been treated by clinics, physicians, healers, or other practitioners

☐ I have been treated by \_\_\_\_\_  
for \_\_\_\_\_

from \_\_\_\_\_ to

☐ I was hospitalized in

from \_\_\_\_\_ to \_\_\_\_\_.

The diagnosis was

My attending physician was \_\_\_\_\_

I \_\_\_\_\_ believe that I am now medically qualified to perform  
satisfactory military service.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
SERVICE NUMBER - BRANCH

\_\_\_\_\_  
UNIT AND ORGANIZATION

# PBO CHANGE OF COMMAND INVENTORY MEMORANDUM

PBO OFFICE SYMBOL

(DATE)

MEMORANDUM FOR OTAG, CA, ATTN: CAMP-OPMS, P.O. BOX 269101,  
SACRAMENTO, CA 95826-9101

SUBJECT: Report of Change of Responsible Officer Inventory (Primary Hand Receipt Holder)

1. A change of Responsible Officer (Primary Hand Receipt Holder/Commander) inventory of the supply account maintained by (Unit / UIC \_\_\_\_\_) was accomplished during

\_\_\_\_\_  
(From and To dates of inventory) .

2. The inventory was conducted by

a. Outgoing commander: \_\_\_\_\_  
(Rank/Name) (SSN)

b. Incoming commander: \_\_\_\_\_  
(Rank/Name) (SSN)

3. \_\_\_\_\_ assumed responsibility for unit property accountability

effective date: \_\_\_\_\_.

PBO  
SIGNATURE  
Block

CF:  
As appropriate by PBO



## UNIT LETTERHEAD

Your Office Symbol

Date

MEMORANDUM THRU (Command Channels)

FOR The Adjutant General, State of California, ATTN: CAMP-OPMS/OFFICER  
ACTIONS, P.O. BOX 269101 – 9800 Goethe Road, Sacramento, CA 95826

SUBJECT: Request for Branch Transfer

1. Under the provisions of NGR 600-100, Chapter 6, I hereby apply for branch transfer in the Army National Guard as indicated:

- a. Name:
- b. SSN:
- c. Present grade:
- d. Present branch:
- e. Proposed branch:
- f. Mailing address:

2. I am aware that I may be required to personally appear before a Federal Recognition Board convened in Sacramento, and I may be required to qualify in my new branch. I am further aware that qualification in my new branch means being placed under educational stipulation by the Board and may consist of required resident or nonresident training, with such training being completed not later than the end of two (2) Annual Training periods.

3. I have given serious consideration to this request and have determined that a branch transfer is a necessary and desirable part of my career progression and professional development as an officer.

YOUR SIGNATURE  
BLOCK

UNIT LETTERHEAD

Your Office Symbol

Date

MEMORANDUM FOR Office of the Adjutant General, ATTN: CAMP-OPMS/Officer  
Actions, P.O. Box 269101, Sacramento, CA 95826-9101

SUBJECT: Award of Warrant Officer MOS

1. I request the following award of MOS (Enter MOS) under the provisions of NGR 600-101.

a. Name:

b. SSN:

c. Present grade:

d. Unit of assignment: (Enter unit, Position Title, UMR POSC, para and line ).

e. Mailing Address:

2. I possess the required qualifications for award of MOS (Enter MOS), DA Form 1059 is enclosed.

Encl  
as

YOUR SIGNATURE  
BLOCK

## UNIT LETTERHEAD

Your Office Symbol

Date

### MEMORANDUM THRU

FOR Office of the Adjutant General, ATTN: CAMP-OPMS/Officer Actions, P.O. Box  
269101, Sacramento, CA 95826-9101

SUBJECT: Resignation from the Army National Guard to Transfer to a USAR Control Group

1. I, (name, rank, ssn) hereby tender my resignation as an officer of the California Army National Guard under the provisions of (paragraph) NGR 635-100 and request transfer to the Army Reserve of the Army with assignment to the USAR Control Group (specify annual training or reinforcement) under the provisions of AR 140-10, effective: (date). I do (not) have a remaining Reserve obligation. I am (not) a ROTC Scholarship recipient and have (not) fulfilled the obligations of my scholarship contract.

2. I understand that recoupment provisions may apply in accordance with appropriate Army regulations.

YOUR SIGNATURE  
BLOCK

UNIT LETTERHEAD

Your Office Symbol

Date

MEMORANDUM THRU

FOR Office of the Adjutant General, ATTN: CAMP-OPMS/Officer Actions, P.O. Box  
269101, Sacramento, CA 95826-9101

SUBJECT: Resignation from the Army National Guard to Transfer to the Retired Reserve

1. I, (name, rank, ssn) hereby tender my resignation as an officer of the California Army National Guard under the provisions of (paragraph) NGR 635-100 and request that I be transferred to the Army Reserve of with assignment to the USAR Control Group (Retired), effective: (date). I do (not) have a remaining Reserve obligation.

2. In electing this transfer, I am aware that I am (not) qualified for retired pay at age 60 under the provisions of AR 135-180, and have (not) been issued a letter notifying me of such eligibility.

YOUR SIGNATURE  
BLOCK

## UNIT LETTERHEAD

Your Office Symbol

Date

### MEMORANDUM THRU

FOR Office of the Adjutant General, ATTN: CAMP-OPMS/Officer Actions, P.O. Box  
269101, Sacramento, CA 95826-9101

SUBJECT: Resignation from the Army National Guard and as a Reserve of the Army

1. I, (name, rank, ssn) hereby tender my concurrent resignation as an officer of the California Army National Guard and as a Reserve of the Army, under the provisions of (paragraph) NGR 635-100, effective: (date). I do (not) have a remaining Reserve obligation. I am (not) a ROTC Scholarship recipient and have (not) fulfilled the obligations of my scholarship contract.

2. I understand that recoupment provisions may apply in accordance with appropriate Army regulations and that my separation as a Reserve Officer of the Army is contingent upon its acceptance by the Commander, ARPERSCOM.

YOUR SIGNATURE  
BLOCK

## UNIT LETTERHEAD

Your Office Symbol

Date

MEMORANDUM FOR State of California, Office of the Adjutant General, ATTN:  
CAMP-OPMS, P.O. Box 269101 – 9800 Goethe Road,  
Sacramento, CA 95826-9101

SUBJECT: Request for Extension beyond Mandatory Removal Date

1. Reference: Paragraphs 2-2b (1) NGR 635-100 dated 31 July 1989 and Paragraph 6b (3) Title 10 USC 3855.
2. Request that (RANK NAME, SSN) be retained in an Active Status beyond his present Mandatory Removal Date of (ENTER CURRENT MRD) until the last day of the month in which he reaches age 60, (BIRTH DATE).
3. (Rank Name) is currently assigned to (UNIT OF ASSIGNMENT, DUTY POSITION, PARA AND LINE). He has been a member of the California Army National Guard since (ENTER DATE).
4. (RANK NAME) personal data is as follows:
  - a. Date of Rank:
  - b. Date of Birth:
  - c. Commissioned Service Date:
5. Justification:
6. I highly recommend (Rank & Name) mandatory removal date be extended until (date requested).

YOUR COMMANDER'S  
SIGNATURE BLOCK  
Commanding

## UNIT LETTERHEAD

Your Office Symbol

Date

MEMORANDUM FOR State of California, Office of the Adjutant General, ATTN:  
CAMP-OPMS, P.O. Box 269101 – 9800 Goethe Road,  
Sacramento, CA 95826-9101

SUBJECT: Request for Extension beyond Mandatory Removal Date

1. Reference: Paragraphs 4-8, 4-9 and 4-10 NGR 600-101 dated 1 October 1996, Title 10 USC sections 1164 and 12308.
2. Request that (RANK NAME, SSN) be retained beyond his Mandatory Removal Date of (CURRENT MRD) to (REQUESTED MRD).
3. No previous action has been taken by the Chief, National Guard Bureau, or the Secretary of the Army to retain (RANK NAME) beyond his mandatory removal date.
4. Presently he is assigned as a (DUTY POSITION with UNIT, paragraph (#), line (#). He is a valuable asset to his unit and the California Army National Guard. Currently we have 38 plus shortages for (MOS) Warrant Officers in our state.
5. Recommend this request be approved, (RANK NAME) is an asset to his unit and the California Army National Guard.

YOUR COMMANDER'S  
SIGNATURE BLOCK  
Commanding

## **ANNEX C CHECKLISTS**

- **INITIAL APPOINTMENT CHECKLIST**
- **UNIT VACANCY PROMOTION CHECKLIST**
- **REAPPOINTMENT/NEW APPOINTMENT CHECKLIST**
- **CERTIFICATE OF ELIGIBILITY APPOINTMENT CHECKLIST**
- **DA SELECT PROMOTION CHECKLIST**
- **BRANCH TRANSFER CHECKLIST**
- **INTERSTATE TRANSFER IN BRANCH CHECKLIST**
- **INTERSTATE TRANSFER IN NEW BRANCH CHECKLIST**
- **APPOINTMENT FROM USAR IN GRADE AND BRANCH CHECKLIST**
- **APPOINTMENT FROM USAR IN GRADE AND NEW BRANCH CHECKLIST**
- **CHAPLAIN CANDIDATE PREDETERMINATION CHECKLIST**
- **CHAPLAIN PREDETERMINATION CHECKLIST**



NAME

SSN

DATE

## DA SELECT PROMOTION CHECKLIST

### DOCUMENTS REQUIRED for FEDERAL RECOGNITION

1. RECOMMENDATION FOR PROMOTION MEMO
2. STATEMENT ILO PHYSICAL or SF 88/93  
if less than one year old
3. DA FORM 705
4. CURRENT OER
5. DA 1059 FOR HIGHEST MILITARY EDUCATION
6. PERMANENT PHYSICAL PROFILE if applicable
7. DA FORM 5500-R IF OVER MAX ALLOWABLE WEIGHT
8. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION


NAME:

SSN:

DATE:

## UNIT VACANCY PROMOTION

### DOCUMENTS REQUIRED FOR FEDERAL RECOGNITION

- |  |                          |
|--|--------------------------|
| 1. RECOMMENDATION FOR PROMOTION MEMORANDUM             | <input type="checkbox"/> |
| 2. STATEMENT ILO PHYSICAL or SF 88/93 if within 1 year | <input type="checkbox"/> |
| 3. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION            | <input type="checkbox"/> |
| 4. DA FORM 1059 FOR HIGHEST MILITARY EDUCATION         | <input type="checkbox"/> |
| 5. OERs to INCLUDE THE MOST CURRENT                    | <input type="checkbox"/> |
| 6. DA FORM 705 (APFT SCORECARD)                        | <input type="checkbox"/> |
| 7. DA FORM 5500-R IF APPLICABLE                        | <input type="checkbox"/> |
| 8. PERMANENT PHYSICAL PROFILE IF APPLICABLE            | <input type="checkbox"/> |

NAME

SSN

DATE

**INITIAL APPOINTMENT**

**DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION**

1. NGB FORM 62E
2. BIRTH CERTIFICATE
3. ORIGINAL COMMISSIONING LETTER OR CERTIFICATE
4. PROMOTION ORDER/LTR TO CURRENT GRADE
5. VERIFICATION OF SECURITY CLEARANCE
6. SF 88 & SF 93 (MED EXAMINATION)(CHAP 2)
7. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION
8. NGB FORM 337/DA FORM 71(Oath of Office)
9. OCS DIPLOMA/required MEL COURSE
10. WAIVERS GRANTED (TAG/CNGB/SA)
11. AERONAUTICAL AVIATION ORDERS
12. RESUME
13. CONDITIONAL RELEASE(DD 368 or NGB 61)
14. DD 214s / NGB 22's/ALL OTHER SERVICE DOCUMENTS
15. EVIDENCE OF CITIZENSHIP/NATURALIZATION STMT
16. VERIFICATION OF SSN
17. COPIES OF AWARDS, DECORATIONS, CITATIONS
18. OVERSEAS TRAINING STATEMENT (CAL NG FORM 600-2)
19. STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE  
20 YEARS RETIREMENT SERVICE AS APPLICABLE


NAME

SSN

DATE

**REAPPOINTMENT/NEW APPOINTMENT CHECKLIST**  
DOCUMENT REQUIRED by OPMS for FEDERAL RECOGNITION

1. NGB FORM 62E	
2. COPY OF RESERVE OF THE ARMY APPMNT	
3. RES OF THE ARMY PROMOTION ORDER/LTR	
4. VERIFICATION OF SECURITY CLEARANCE	
5. SF 88 & SF 93 (MED EXAMINATION)(CHAP 2)	
6. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION	
7. NGB FORM 337/DA FORM 71(Oath of Office)	
8. OCS DIPLOMA/required MEL COURSE	
9. WAIVERS GRANTED (TAG/CNGB/SA)	
10. AERONAUTICAL AVIATION ORDERS	
11. ROTC/SMP CONTRACTS if applicable	
12. CONDITIONAL RELEASE(DD 368 if applicable)	
13. DD 214s / NGB 22's/all other service verification documents	
14. EVIDENCE OF CITIZENSHIP	
15. VERIFICATION OF SSN	
16. COPIES OF AWARDS, DECORATIONS, CITATIONS	
17. OVERSEAS TRAINING STATEMENT (CAL NG FORM 600-2)	
18. STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS RETIREMENT SERVICE AS APPLICABLE	
19. CURRENT APFT (DA FORM 705) IF BEING REAPPOINTED AS AN OFFICER FROM AN ENLISTED STATUS	

NAME

SSN

DATE

**CERTIFICATE OF ELIGIBILITY APPOINTMENT**  
**DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION**

1. NGB FORM 62E
2. BIRTH CERTIFICATE
3. VERIFICATION OF GT SCORE (110 or greater)
4. SAT/ACT SCORE (if no BA or BS degree)
5. VERIFICATION OF SECURITY CLEARANCE
6. SF 88 & SF 93 (MED EXAMINATION)(CHAP 2)
7. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION
8. OCS DIPLOMA/required MEL COURSE
9. WAIVERS GRANTED (TAG/CNGB/SA)
10. DD 214s / NGB 22's or other prior svc documents
11. EVIDENCE OF CITIZENSHIP/NATURALIZATION STMT
12. VERIFICATION OF SSN
13. COPIES OF AWARDS, DECORATIONS, CITATIONS
14. OVERSEAS TRAINING STATEMENT (CAL NG FORM 600-2)
15. STATEMENT OF UNDERSTANDING IF UNABLE TO  
COMPLETE 20 YEARS RETIREMENT SERVICE AS APPLICABLE


NAME

SSN

Date

## INTERSTATE TRANSFER IN BRANCH

### DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION

1. LATEST PHYSICAL
2. NGB FORM 337 (Oath of Office)
3. PQR
4. RPAS STATEMENT
5. MEMO REQUESTING APPOINTMENT
6. DA FORM 2-1
7. DA FORM 4187 W/MEMO FROM TAG (Losing State)
8. CAL NG FORM 600-2 (Overseas Statement)


NAME

SSN

Date

## INTERSTATE TRANSFER IN NEW BRANCH

### DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION

1. LATEST PHYSICAL
2. NGB FORM 337 (Oath of Office)
3. PQR
4. RPAS STATEMENT
5. MEMO REQUESTING APPOINTMENT
6. DA FORM 2-1
7. NGB FORM 89
8. DA FORM 4187 W/MEMO FROM TAG (Losing State)
9. CAL NG FORM 600-2 (Overseas Statement)


NAME

SSN

Date

## APPOINTMENT FROM USAR IN GRADE AND BRANCH

### DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION

1. NGB FORM 62E
2. SSN CARD
3. COPY OF RESERVE OF THE ARMY APPMNT
4. RES OF THE ARMY PROMOTION ORDER/LTR
5. ROTC / SMP CONTRACTS
6. SF 88 & SF 93 (MED EXAMINATION)
7. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION
8. NGB FORM 337 (Oath of Office)
9. OCS DIPLOMA/required MEL COURSE
10. WAIVERS GRANTED (TAG/CNGB/SA)
11. AERONAUTICAL AVIATION ORDERS
12. CONDITIONAL RELEASE(DD 368)
13. DD 214s / NGB 22's or other prior svc documents
14. EVIDENCE OF CITIZENSHIP/Naturalization Statement
15. COPIES OF AWARDS, DECORATIONS, CITATIONS
16. OVERSEAS TRAINING STATEMENT (CAL NG 600-2)
17. STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE  
20 YEARS RETIREMENT SERVICE AS APPLICABLE




NAME

SSN

Date

**APPOINTMENT FROM USAR IN GRADE & NEW BRANCH**

**DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION**

1. NGB FORM 62E
2. COPY OF RESERVE OF THE ARMY APPMNT
3. RES OF THE ARMY PROMOTION ORDER/LTR
4. SF 88 & SF 93 (MED EXAMINATION)(CHAP 3)
5. TRANSCRIPT OF HIGHEST CIVILIAN EDUCATION
6. NGB FORM 337 (Oath of Office)
7. OCS DIPLOMA/required MEL COURSE
8. WAIVERS GRANTED (TAG/CNGB/SA)
9. AERONAUTICAL AVIATION ORDERS
10. ROTC / SMP CONTRACTS
11. CONDITIONAL RELEASE(DD 368)
12. DD 214s / NGB 22's or other prior svc documents
13. EVIDENCE OF CITIZENSHIP/NATURALIZATION STMT
14. OTAG APPOINTMENT ORDERS
15. VERIFICATION OF SSN
16. COPIES OF AWARDS, DECORATIONS, CITATIONS
17. OVERSEAS TRAINING STATEMENT (CAL NG FORM 600-2)
18. STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE  
20 YEARS RETIREMENT SERVICE AS APPLICABLE


NAME

SSN

Date

## BRANCH TRANSFER

DOCUMENTS REQUIRED by OPMS for FEDERAL RECOGNITION

1. REQUEST FROM OFFICER (MEMORANDUM)
2. MEMORANDUM OF APPROVAL FROM COMMANDER
3. DA FORM 705
4. CURRENT OER
5. REQUEST FOR TRANSFER (if in conjunction with  
Branch Transfer)


NAME:

SSN:

DATE:

## CHAPLAIN CANDIDATE PREDETERMINATION CHECKLIST

1. NGB FORM 62E

☐

2. OFFICIAL TRANSCRIPTS (Undergrad & Graduate-Must be originals)

☐

3. Interview Statement (completed by STARC Chaplain only)

☐

4. Ecclesiastical Approval (AR 135-100, 3-6a(2))

☐

5. STATEMENTS:

a. Statement of Understanding as a Commissioned Officer (Optional Statement # 1)

☐

b. Accommodation of Religious Practice (Statement #2)

☐

c. Statement of Understanding (Completion of OBC) (Statement #3)

☐

d. Age Waiver (if applicable) (Statement #4)

☐

e. Privacy Act Statement (OCCH Form #12)

☐

f. DA Form 3574 (Individuals without prior service)

☐

g. DA Form 3675 (individuals with prior service)

☐

6. Photo (full length civilian, no robes)

☐

7. Security Documentation (SF 86 / EPSQ) (If candidate already possesses a clearance a verification memo from the MILPO Security Section is required)

☐

8. Copies of Birth Certificate; Naturalization Statement if applicable and Social Security Number card

☐

9. SF 88/93 (Med exam & history) current within 2 years  
Must be Chap 2 exam completed at MEPS or AC Military Medical Facility

☐

10. Prior Service Documents (214's, OERs, Awards, Oath of Office, Latest promotion order, original appointment orders)

☐

11. CAL NG Form 600-2 (Overseas Statement)

☐

(If coming from control group in another branch a DD Form 368 and if from another component a conditional release)

NAME:

SSN:

DATE:

## CHAPLAIN PREDETERMINATION CHECKLIST

- |   |                          |
|---|--------------------------|
| 1. NGB FORM 62E   | <input type="checkbox"/> |
| 2. OFFICIAL TRANSCRIPTS (Undergrad & Graduate-Must be originals)  | <input type="checkbox"/> |
| 3. Interview Statement (completed by STARC Chaplain only)   | <input type="checkbox"/> |
| 4. Ecclesiastical Endorsement (DD Form 2088)  | <input type="checkbox"/> |
| 5. STATEMENTS:  | <input type="checkbox"/> |
| a. Statement of Understanding as a Commissioned Officer (Optional Statement # 1)  | <input type="checkbox"/> |
| b. Accommodation of Religious Practice (Statement #2)   | <input type="checkbox"/> |
| c. Statement of Understanding (Completion of OBC) (Statement #3)  | <input type="checkbox"/> |
| d. Age Waiver (if applicable) (Statement #4)  | <input type="checkbox"/> |
| e. Privacy Act Statement (OCCH Form #12)  | <input type="checkbox"/> |
| f. Statement of Understanding of Religious Pluralism (OCCH #13)   | <input type="checkbox"/> |
| g. DA Form 3574 (Individuals without prior service)   | <input type="checkbox"/> |
| h. DA Form 3675 (individuals with prior service)  | <input type="checkbox"/> |
| 6. Photo (full length civilian, no robes)   | <input type="checkbox"/> |
| 7. Security Documentation (SF 86 / EPSQ) (If candidate already possesses a clearance a verification memo from the MILPO Security Section is required) | <input type="checkbox"/> |
| 8. Copies of Birth Certificate; Naturalization Statement if applicable and Social Security Number card  | <input type="checkbox"/> |
| 9. SF 88/93 (Med exam & history) current within 2 years<br>Must be Chap 2 exam completed at MEPS or AC Military Medical Facility                      | <input type="checkbox"/> |
| 10. Prior Service Documents (214's, OERs, Awards, Oath of Office, Latest promotion order, original appointment orders)                                | <input type="checkbox"/> |
| 11. CAL NG Form 600-2 (Overseas Statement)  | <input type="checkbox"/> |

(If coming from control group in another branch a DD Form 368 and if from another component a conditional release)

## JUDGE ADVOCATE GENERAL (JAG) CHECKLIST DIRECT APPOINTMENT

- |     |   |   |
|-----|---|---|
| 1.  | NGB Form 62E  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 2.  | Memorandum of verification of security clearance or EPSQ completed with packet  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 3.  | Chronological listing of all civilian employment  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 4.  | Detailed description of all legal experience  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 5.  | Certified transcripts (raised seal) of all undergraduate and law school(s)  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 6.  | Statement from the clerk of the highest court of the state showing admission to practice and current standing before the bar and any disciplinary actions | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 7.  | Three letters from lawyers, judges, or military officers in the grade of Captain or above, attesting to applicant's reputation and professional standing. | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 8.  | Two recent photographs(signed on reverse side). Either full length military or a head and shoulders type, 3" X 5" in appropriate business attire.         | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 9.  | Interview Report (DA Form 5000-R).  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 10. | Copy of birth certificate (marriage and/or divorce certificates)  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 11. | Citizenship by Naturalization if not a native born citizen per Figure 3-1 or 3-2 NGR 600-100.   | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 12. | Statement of acknowledgment of accommodation of religious practices.  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 13. | Non-prior service applicants over 33 years of age require the statement "cannot complete 20 years of service by age 53"                                   | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 14. | Military Service Record – Official Military Personnel File (OMPF) and documents to verify all prior service.  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 15. | Standard Forms 88 & 93 (Chapter 2 physical) per AR 40-501.  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 16. | Statement of current height and weight.   | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |
| 17. | Request for age waiver if applicable. For those over the age of 33 or unable to attain 20 years service by age 60.  | <input style="width: 100px; height: 25px; border: 1px solid black;" type="checkbox"/> |

- |     |  |                          |
|-----|--|--------------------------|
| 18. | DA Form 3574 or DA Form 3575.  | <input type="checkbox"/> |
| 19. | Conditional release from other branches of the Armed Services if applicable. | <input type="checkbox"/> |
| 20. | DA Form 145, Army Correspondence Course Enrollment.                          | <input type="checkbox"/> |
| 21. | Copy of SSAN card.   | <input type="checkbox"/> |
| 22. | CAL NG Form 600-2 (Statement of understanding-Overseas Training).            | <input type="checkbox"/> |
| 23. | Civilian and/or military resume – optional                                   | <input type="checkbox"/> |

In addition to the original application you must enclose a duplicate copy.  
Do not place either the original or the copy in document protectors.

FOR COPIES OF FORMS - SEE JAGC RECRUITING WEB SITE”  
<http://www.jagcnet.army.mil/recruit/nsf>.

## APPENDIX A

California Army National Guard  
Military Personnel Office  
P.O. Box 269101  
Sacramento, California 95826-9101

### PERSONAL POLICY BULLETIN – ELECTRONIC EDITION

**Bulletin Number 00-02**

**Expiration Date: 02 March 2001**

CAMP-OPMS

02 March 2000

CORRECTED COPY

## WARRANT OFFICER CANDIDATE PROGRAM

1. The purpose of this memorandum is to update information concerning the Warrant Officer Candidate Program as follows:

a. Warrant Officer Candidate School

(1) Resident training is the only acceptable method for completion of WOCS training.  
(2) Individuals will complete resident WOCS training at Fort Rucker, Alabama only. The Warrant Officer Career Center (WOCC) is a separate school and will offer the following courses dealing with WOCS:

a. Warrant Officer Candidate Course - 911-09W (AC).

b. Warrant Officer Candidate Course - 911-09W-RC, Phase I and Phase II.

b. Processing of Application

(1) Upon review of application by this headquarters, documents listed at enclosure I are forwarded to National Guard Bureau for approval.

(2) Once determined qualified to enter the Warrant Officer Education System, complete application is forwarded to Federal Recognition Board for appointment as a Warrant Officer Candidate. The Office of the Senior Army Adviser will notify the applicant of the date and time of the Board. A personal appearance is required.

(3) Orders are then published appointing the applicant as a Warrant Officer Candidate (WOC). Applicants appointed as WOC, to include those serving in AGR status, will remove enlisted rank devices/chevrons from uniforms and wear the WOC collar insignia.

(4) WOC insignia will be removed and designation automatically terminated upon graduation from WOCS, dismissal from WOCS (when the school Commandant does not recommend re-admittance to WOCS) or failure to complete WOCS within two years from date of appointment/ reappointment as a WOC.

Bulletin Number 00-02  
CAMP-OPMS  
Warrant Officer Candidate Program

c. Warrant Officer Federal Recognition

(1) Individuals completing WOCS will be appointed upon graduation from WOCS by the school in conjunction with each state. All individuals completing WOCS will be appointed in the grade of WOI with an MOS of 001A (unqualified in authorized warrant officer MOS) until MOS certified by the appropriate Department of the Army MOS proponent. (Para 2-7e(4), NGR 600-101 requires completion of WOCS within two years of appointment as a warrant officer candidate.)

(2) Upon completion of Warrant Officer Basic (WOBC) unit of assignment is required to submit individuals signed request for change of MOS, along with DA Form 1059 or diploma from course. At this time orders will be issued for the MOS originally requested. (Para 2-7e(5), NGR 600-101 requires completion or certification by the DA MOS proponent within two years of date of appointment as a Warrant Officer, WOI.)

(3) If an individual was eligible for CW2 upon receipt of original application by this headquarters, a request for promotion is also to be submitted upon completion of WOBC. (Para 2-10c(2), NGR 600-101.)

(4) Failure to complete MOS certification requirements will be cause for withdrawal of Federal recognition of this appointment in the ARNG and as a Reserve Warrant Officer of the Army.

2. Current warrant officers requesting MOS redesignation MUST be certified by the DA MOS proponent as qualified for reclassification into the new MOS, OR to be eligible to enter training for certification in the new MOS.

3. The DA MOS proponent must certify commissioned officers or prior commissioned officers applying for warrant officer MOS, as qualified or eligible to enter training for certification in desired warrant officer MOS. Commissioned officers branched Aviation and transferring to a warrant officer aviation MOS is the only exception.

4. Listed at enclosure 1 is current information pertaining to requests for predetermination of technical qualifications.

5. Listed at enclosure 2 is checklist to assist in preparing the application for appointment, which is required for Federal recognition processing.

6. Requests for waiver of appointment eligibility under the provisions of para 2-15, NGR 600-101, will be submitted as separate actions, but required along with application.

7. Point of contact at this headquarters is Linda Abner, DSN: 466-3228 or Commercial: (916) 854-3228.

FOR THE COMMANDER:

Encls  
as

/s/  
TAROLD H. SCOTT  
COL, GS, CA ARNG  
Director, Military Personnel

DISTRIBUTION:

A & M



## **ARMY NATIONAL GUARD WARRANT OFFICER PREDETERMINATION**

1. Potential applicants are advised to review the MOS specifications in AR 611-112, Manual of Warrant Officer Military Occupational Specialties, to verify general aptitudes, qualifications, requisite skills and knowledge required of the applied for MOS. For duty description and MOS prerequisites, information is available at: <http://www.usarec.army.mil/hq/warrant/index.htm>.
2. All requests for predetermination must be forwarded thru chain of command to the office of the applicant's respective Adjutant General. The State Command Chief Warrant Officer and Linda Abner, Officer Appointments will review all applications for eligibility. The Adjutant General will forward all favorably recommended applications to the Chief, National Guard Bureau, ATTN: NGB-ARP-CO.
3. The following listed documents (one set only) will be submitted to support the applicant's request for predetermination, and should be used for both initial application and re-designation.
4. Documents required to support applicant's request for predetermination will be placed in the following order. Predetermination documents are to be submitted as a separate section, along with documents required for appointment/Federal recognition.

FOR SAMPLE DOCUMENTS SEE STATE COMMAND CHIEF WARRANT OFFICER WEBSITE  
AT: <http://www.calguard.ca.gov/cada/warrant.htm>

Encl 1

PREDETERMINATION DOCUMENTATION  
(APPLIES TO BOTH INITIAL APPLICATION AND REDESIGNATION)

ADJUTANT GENERAL ENDORSEMENT/MEMORANDUM (Prepared by CAMP-OPMS)

COMMANDERS RECOMMENDATION MEMORANDUM (Include requests for any required mandatory prerequisite waivers.)

SENIOR WARRANT OFFICER RECOMMENDATION (Not mandatory, but highly recommended )

DA FORM 2-1, PERSONNEL QUALIFICATION RECORD (Should include individual's signature and current review date.) (IT IS INDIVIDUAL'S RESPONSIBILITY TO INSURE THE CORRECTNESS OF THIS DOCUMENT.)

RESUME (See attached format.)

WO MOS RELATED SCHOOL TRANSCRIPTS/CERTIFICATES (Transcripts and certificates documenting completion of required college level courses and courses supporting training related to the applied for warrant officer MOS.)

WO MOS RELATED TRAINING CERTIFICATES (Leadership and MOS related military diplomas and certificates.)

NCOER/OER (Should cover period of feeder MOS and leader experience required by the mandatory prerequisites for particular MOS.)

DOCUMENTS TO SUPPORT POSSESSION OF MOS UNIQUE PREREQUISITES (Any other documents as required by the mandatory prerequisites. Also include any awards and decoration certificates which specifically address recognition and performance of duties related to the applied for MOS.)

WO MOS RELATED CIVILIAN TRAINING AND EXPERIENCE RECORDS (Any documents which support training or experience directly related to the MOS for which applying. Example: Applied for MOS is 915A, Unit Maintenance Technician, and applicant works as a full time mechanic. Submit a copy of detailed job description and as many supervisor evaluations of performance as possible.)

APFT (DA Form 705 - within 12 months)

REQUESTS FOR WAIVERS OTHER THAN FOR MANDATORY PREREQUISITE (i.e., age, civil convictions, will be submitted as separate actions and not as part of the predetermination action. These waivers will be forwarded to National Guard Bureau on same date as predetermination.)  
Encl 1

## RESUME

NAME: First, Middle, Last  
RANK: Sergeant  
SSN: 999-99-9999

ADDRESS: Street Address  
City, State, ZIP  
(Telephone Number)

UNIT: 257<sup>th</sup> PSC, XX ARNG  
Street Address  
City, State, ZIP  
(Telephone Number)

OBJECTIVE: (Examples) To obtain an appointment as an ARNG warrant officer, in duty MOS 420A, Military Personnel Technician, OR: To obtain certification for redesignation into MOS 420A, Military Personnel Technician.

### PERSONAL DATA:

Date of Birth: 8 March 1964  
Height: 5' 10"  
Weight: 170 pounds  
Health: Excellent

Marital Status: Married  
Dependents: Two  
MOS: P75D20 S71L20

### CIVILIAN EDUCATION:

Bachelor of Science, University of Maryland, College Park, MD  
Associate Degree, Central Texas College, Killeen, TX  
Diploma, Orchard View High School, Muskegon, MI

### MILITARY EDUCATION:

BNCOC MOS 75B  
U.S. Army Soldier Support Center  
Fort Benjamin Harrison, IN

Scope of training focused upon  
leadership and MOS training at the  
middle management level

PLDC  
Fort Hood, TX

Scope of training concentrated on  
leadership skills

Personnel Management Specialist  
Course  
U.S. Army Soldier Support Center  
Fort Jackson, SC

Initial MOS training that taught the  
basic skills in MOS 75D10

Encl 1

MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 - Present

Personnel Records Supervisor

257<sup>th</sup> PSC, XX ARNG

Responsible for initiation and maintenance of officer and enlisted personnel and health records. Supervise a team of 3 personnel records specialists.

Jun 89 - Jun 92

Personnel Records Specialist

Responsible for initiation and maintenance of officer and enlisted personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

Jan 90 - Present

Military Personnel Specialist

MILP, XX ARNG

Review and process records of accessed enlisted soldiers to assure documents are complete and contain all required signatures. Verify soldier met all eligibility requirements.

SUMMARY:

Write a paragraph or two on why you feel you are fully qualified to perform the duties of a warrant officer in your skill.

(INCLUDE SIGNATURE AND DATE)

Encl 1

WARRANT OFFICER CANDIDATE APPLICATION  
(REQUIREMENTS FOR APPOINTMENT/FEDERAL RECOGNITION)

NGB Form 64 (School Application) – Required for Warrant Officer Candidate School (Phases I and II) AND Warrant Officer Basic Course(WOBC).

NGB Form 62E (Application for Federal Recognition) Must be in typewritten format and include para and line number and unit of assignment in endorsement on page 3. Must also include home and business phone numbers in Item 2a and 2b and individual's full signature on page 3.

SF 88 & 93 (Physical Examination) - Must be Chapter 2 physical (initial appointment completed at MEPS), per AR 40-501 and NGR 40-501 and be dated within two years of effective date of appointment as a Warrant Officer I. Must also include drug and alcohol test results and HIV results. For females' pregnancy test results is required, also. If individual is over age 40, physical must include over 40 requirements and include cardiovascular screening.

Verification of security clearance - Memorandum of verification must be provided by State Security Manager's office. If individual does not possess a valid security clearance, EPSQ must be initiated. (For any questions regarding security clearance, contact SGT Guajardo, this headquarters, at DSN: 466-3220 or Commercial: (916) 854-3220.) INDIVIDUAL MUST POSSESS A VALID SECURITY CLEARANCE PRIOR TO ENTERING WARRANT OFFICER CANDIDATE TRAINING OR APPOINTMENT.)

Copy of birth certificate - (If individual is naturalized, must have appropriate statement in accordance with figure 3-2, NGR 600-101.) Females should also submit divorce and/or marriage certificates as documentation of name.

Service - Documentation to verify all periods of service – beginning and ending date. (Appropriate documents to be submitted are DD Form 214, front page of 4/1 (enlistment contract), discharge order, NGB Form 22, etc. DA Form 2-1 is not a source of verification of service.)

GT Score - Minimum of 110. (This is NOT waiverable.)

SSN Card

CAL NG Form 600-2 (Overseas Statement)

Statement of Understanding (copy attached)

\*Copy of highest civilian education (if not included in predetermination portion of application.)

Encl 2

## STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A WARRANT OFFICER

"I understand that if I am appointed as a warrant officer in the Army National Guard of the State of California, I must successfully complete the Warrant Officer Basic Course within two years from the effective date of my appointment unless extended by the Chief, National Guard Bureau. I also understand that failure to achieve MOS certification as specified above will result in withdrawal of my Federal recognition from the ARNG and my appointment as a Reserve warrant officer of the Army."

---

(Signature)

---

(Typed Name)

---

(Social Security Number)

Encl 3

CAMP-OPMS (600-100)

1 July

**SAMPLE NOTIFICATION MEMORANDUM  
OFFICER MANAGEMENT LIST BOARD**

MEMORANDUM FOR

SUBJECT: Training Year Officer Management List Board (OMLB)

1. The Officer Management List Board (OMLB) will convene at the Office of the Adjutant General, Sacramento, California during the month of October 1999 to review your records. The Board will consist of five voting members and a Board Recorder. Four of the five members will be selected from outside the State of California; the fifth member will be the Senior Army Advisor.
2. The purpose of the OMLB is to establish an "Officer Management List" (OML) for future assignments and promotions. The zones of consideration for this year's OMLB are:
  - \* LTC: All LTC's will be considered (regardless of time in grade (TIG))
  - \* MAJ: All MAJ's with 3 or more years TIG (DOR of 961101 or earlier)
  - \* CPT: AGR only, with 3 or more years TIG (DOR of 961101 or earlier)
  - \* CW4: All CW4's, with 4 or more years TIG (DOR of 951101 or earlier)
3. The OMLB examines the entire record (201 file and OERs) of each officer under consideration to determine his or her numeric placement on the OML. The OML will be used during the next 12 months by the Personnel Council to fill vacant positions and recommend promotions.
4. Prepare your records for review by the board by following the steps listed below. These steps will help to eliminate duplication of effort and administrative delays. Arrange your packet in the order prescribed in paragraph 5.a-i and staple it together. (DO NOT submit in folders or binders)
  - a. Review the attached DA Form 2-1 and Personnel Qualification Record (PQR) to ensure the data is correct and current.
  - b. If any data is either not current or is incorrect use RED INK to annotate corrections and provide the required documentation to support the corrections to your records.
  - c. Submit the completed packet, with all required documentation, to OTAG, ATTN: CAMP-OPMS, by the suspense date of 1 October 1999.
5. Focus your attention on the following areas and arrange your packet in the sequence shown:
  - a. **Statement of Understanding (Encl. 1):** Serves as an information and verification sheet.
  - b. **Checklist of Required Documentation (Encl. 2):** Lists required documentation and requires your signature and date.
  - c. **Biographical Summary (Encl. 3):** Ensure that your biographically summary is provided to the board in the format provided. This simplifies the task of verifying specific information during the board process.

d. **Photograph:** NOT REQUIRED due to funding constraints.

e. **Physical Examination (Standard Forms 88 & 93) Requirements:**

(1) All officers are required to have had a physical within the past five years. DA Form 4970-E for those requiring an Over 40 Screening must be included as part of the physical.

(2) The date of your last physical is annotated on page 3, Section J – Physical Data (1) (yy/mm) of the enclosed PQR.

(3) If you require a current physical you should schedule one at the closest military facility immediately. Forward the results (all documentation) to OTAG, ATTN: CAMP-OPMS no later than the suspense date of 1 October 1999.

f. **Officer Evaluation Reports (OERs):** The ending date of your last OER on file at this headquarters is listed on page 2, Section F – Individual Data (16) (yy/mm/dd). If you are due an OER prior to the Board date it must be completed and enclosed in your packet attached to the Statement of Understanding along with any other documentation you provide.

g. **Military/Civilian Education:** Diplomas, transcripts and course completion notices not currently on your DA Form 2-1 or PQR must be included in your board packet, and attached to the Statement of Understanding along with all other documentation you provide. (Reference Personnel Policy Bulletin # 95-14, which requires “raised seal” on transcripts).

h. **Memorandum to the Board (Optional):** You may submit a brief memorandum, addressed to the President of the Board, inviting attention to any significant aspects of your career, which are not reflected in your records.

6. Questions are to be directed to WO Martin at CML (916) 854-3249 / DSN 466-3249.

FOR THE COMMANDER:

- 4 Encls
- 1. Statement of Understanding
- 2. Check List
- 3. Biographical Summary example
- 4. PQR

TAROLD H. SCOTT  
COL, GS, CA ARNG  
Director, Military Personnel

DISTRIBUTION:

Each Officer in the Zone of Consideration



STATEMENT OF UNDERSTANDING  
OFFICER MANAGEMENT LIST BOARD (OMLB)

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST NAME, FIRST NAME, MI SSN RANK

Understand the following:

1. The OMLB will convene for the purpose of establishing an "Order of Merit List" (OML). It will determine which officers will be considered for future duty assignments and promotions.
2. The OMLB will establish the OML by considering my past performance in the following areas and my potential for future assignments:
  - \* Military Education
  - \* Civilian Education
  - \* Physical Status (APFT, SF 88/93, Profile, Ht/Wt)
  - \* Performance Trends
  - \* Assignment History
  - \* Officer Evaluation Reports (OERs)
3. The OMLB will review my Military Personnel Records Jacket (201 file) including the DA Form 2-1, Personnel Qualification Record (PQR), Medical Record and Officer Evaluation Reports.
4. It is my responsibility to ensure these records contain current, accurate information.
5. Photographs are NOT required for this board.
6. I have personally reviewed all official entries on the provided copies of my DA Form 2-1 and the Personnel Qualification Record (GPFM-1790) and found that:
  - a. ☐ All entries are accurate.
  - Or
  - b. ☐ There are discrepancies, which I have noted in the following areas:

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NOTE: Supporting documentation MUST be attached to this form to ensure SIDPERS coding.

CHECKLIST OF REQUIRED DOCUMENTATION  
OFFICER MANAGEMENT LIST BOARD (OMLB)

- ( ) Biographical Summary in accordance with Appendix H, NGR 600-100
- ( ) Physical Examination (required only if last physical taken was over 5 years old)
- ( ) Officer Evaluation Report (most recent, if not already in your file)
- ( ) Military Education documentation (if not already posted in your records)
- ( ) Civilian Education documentation (if not already posted in your records)
- ( ) APFT scorecard (DA Form 705)
- ( ) Medical Profile (DA Form 3349) if applicable
- ( ) Height/Weight Verification Statement
- ( ) Body Fat Worksheet (CA ARNG Form 600-9-R) if applicable
- ( ) Brief Memorandum to Board President (Optional)
- ( ) Additional Documents provided with the Statement of Understanding

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List any documents that are attached to the Statement of Understanding you are providing for posting to DA Fm 2-1 or for coding by SIDPERS.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## BIOGRAPHICAL SUMMARY

As of dd Month 200y

**PATRIOT, John Liberty, 000-00-0000**

**Colonel**, Engineer, USAR

**Date and Place of Birth:** 4 July 1944, Indianapolis, Indiana

**Mandatory Removal Date:** 10 July 2000

**Home Address:** 1700 W. Shirley Road  
Glen Burnie, Maryland 21061

**Present Assignment:** Engineer Staff Officer (IMA),  
Office of the Chief of Engineers,  
Washington, DC

**Civilian Occupation:** General Manager, XYZ Corporation

**Enlisted Service:**

RA 25 February 1967 – 19 March 1968

**Source and Date of Commission or Appointment:**

ROTC, 11 June 1970 (Distinguished Graduate)

**Total Years of Commissioned Service:**

Over 25 years

**Total Years of Service: (Commissioned and Enlisted)**

Over 27 years

**Military Education:** (show resident or nonresident)

	<b><u>Completed</u></b>
Engineer School, Officer Basic Course (resident)	1971
Engineer School, Officer Advance Course (nonresident)	1974
Command & General Staff College (nonresident)	1980
National Defense University, National Security Management Course (nonresident)	1986
Army War College (nonresident)	1992

\*\*\*\*\*

\* YOUR SIGNATURE \*

\*\*\*\*\*

(NOTE 1: Signature goes at the bottom of the first page, regardless of where you are in your summary.)

(NOTE 2: The following items must appear in bold print: Name, SSN, Grade, and Labels for DOB, MRD, Home Address, Present Assignment, and Civilian Occupation.)

(NOTE 3: The following items must be bold and underlined: The "As of Date", and all paragraph/section/heading titles following Civilian Occupation)

**Education Degrees:** (School, city, state, degree, major & date)Year Received

Austin Peay State University, Clarksville, TN  
BS (psychology)

1970

Webster University, St. Louis, MO  
MBA (Business Admin)

1985

**Decorations, Service Medals, and Badges:** (list by precedence and include years(s) awarded)

Bronze Star (1971)

Meritorious Service Medal (1991)

Air Medal with numeral 2 (1971)

Army Commendation Medal with two Oak Leaf Clusters (1973, 1982, 1986)

Presidential Unit Citation (1971)

Meritorious Unit Commendation (1971)

Good Conduct Medal (1968)

Army Reserve Components Achievement Medal with two Oak Leaf  
Clusters (1976, 1982, 1992)

National Defense Service Medal with one Bronze Star (1969, 1991)

Vietnam Service Medal (1971)

Southwest Asia Service Medal (1991) Armed Forces Reserve Medal with Hourglass Device (1981, 1991)

Army Service Ribbon (1981)

Republic of Vietnam Gallantry Cross Unit Citation (1971)

Republic of Vietnam Campaign Medal (1971)

Kuwait Liberation Medal (1991)

**Chronological List of Appointments:**

2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 85
COL	USAR	10 Mar 90

**Chronological Record of Duty Assignments:** (By Category, is  
Chronological order, accounting for all time without abbreviations.)  
(Start with date of appointment)

**From To****ACTIVE DUTY** (show casual status and non-rated periods)

Student, Engineer School, Fort Belvoir, VA

Jun 71 Feb 71

Casual Status

Feb 71 Mar 71

Platoon Leader, Company C, 701<sup>st</sup> Engineer  
Battalion (Combat), 16<sup>th</sup> Infantry  
Regiment, Vietnam

Apr 71 Oct 71

S-2, 3<sup>rd</sup> Battalion, 16<sup>th</sup> (non-rated)

Nov 71 Dec 71

(Do not repeat all unit information)

**USAR – Not on Active Duty:****From To**Platoon Leader, 331<sup>st</sup> MP Co, OH

Jan 72 May 72

**NATIONAL GUARD – Not on Active Duty:**Assistant S-4, 1<sup>st</sup> Battle Group – Ohio (Show State)

Jun 72 Sep 73

**USAR – Not on Active Duty:**

Plans &amp; Policy Officer (IMA), Fort Huachuca, AZ

Oct 73 Jan 74

Plans & Policy Officer, 310<sup>th</sup> Support Command  
Fort Belvoir, VA

Jan 74 Feb 75

Deputy Assistant Chief of Staff, Services

310<sup>th</sup> TAACOM, Fort Belvoir, VA

(Jul 73 – Sep 73 ADSW)

Executive Officer, HHC, 310 Support  
Command

Mar 75 Aug 83

**USAR –AGR:**Personnel Management Officer, Engineer Branch,  
Officer Personnel Management Directorate,  
Reserve Component Personnel Administration  
Center, ST, Louis, MO

Aug 83 Mar 84

Chief, Engineer Branch

Mar 84 Oct 85

Staff Officer, Personnel Division, Office of  
Chief, Army Reserve, Washington, DC

Oct 86 Mar 88

**USAR – Not on Active Duty:**Engineer Staff Officer (IMA), Office of the  
Chief of Engineers, Washington, DC  
Assistant Chief, Administrative Support Team  
Sixth Army Eval HQ Camp Roberts, CA  
(Jun 89- Jun 89 ADSW)

Mar 88 Jan 91

**ACTIVE DUTY:**Engineer Staff Officer, HQ, 18<sup>th</sup> Airborne  
Corps, Saudi Arabia

Jan 91 Jun 91

**USAR – Not on Active Duty:**Engineer Staff Officer (IMA), Office of the  
Chief of Engineers, Washington, DC  
\*Deputy Chief of Staff (RTU), 5778<sup>th</sup> COSCOM,  
Dallas, TX (Jul 92 – Dec 93 attached for point only)

Jul 91 Present

(To account for AT, ADT or ADSW tours for which an OER or AER was rendered while you were assigned to another unit, place entry below unit of assignment with period of duty shown in parenthesis (see example above).).

\* Show RTU duty only if an OER was rendered.

## APPENDIX - C

### ADMINISTRATIVE INSTRUCTIONS FOR OFFICER EVALUATION REPORTS

1. PURPOSE: The purpose of this bulletin is to provide administrative instructions for the prepare of DA Form 67-9, Officer Evaluation Report (OER). It clarifies specific administrative details necessary to properly process the OER for Senior Rater profiling by both Nation Guard Bureau and U.S. Army Personnel Command (PERSCOM) as applicable.
2. SCOPE: This bulletin applies to all California Army National Guard units. The information within this bulletin is targeted for all officers and those NCOs involved in the administrative preparation and submission of OERs.
3. INTENT: The California Army National Guard intends to submit administratively correct reports on the first submission to avoid possible NGB rejection.
4. GENERAL: This bulletin contains a graphic breakdown of Parts I through VII of the OER. Brief narratives and paragraph references accompany the graphics pointing out specific administrative details that are vital to the proper preparation of the evaluations. The narratives are taken directly from AR 623-105 and from information received from the OTAG OPMS Branch, NGB OER section and PERSCOM.
5. FORMAT: There are currently 4 different versions of the DA Form 67-9 in use. Two of these forms are computer generated by either Formflow or Jetform. The other two are hard copy productions from DA. NGB must sort all OERs received into four separate categories based on which form was used. NGB and PERSCOM refer to these as the 4 "Form Families". The preferred format for use by this headquarters is the Jetform 5.1 RCAS V 1.0 version of the DA Form 67-9. This form is the easiest to work with and is readily available to all RCAS users.
6. Enclosure 1 is the graphic breakdown of the DA Form 67-9 by Parts. Each block in all 7 Parts indicate which paragraph in AR 623-105 pertains to the completion of that specific item. Enclosure 2 also shows an example of a correctly completed OER. ***[Important administrative details to remember are that all year dates are 4 digits. There are no ink entries other than signatures. The CMD CODE, item "o" of PART I, is "NG" and NOT "OT". Use proper sequencing of the rating chain signatures and dates. Avoid using "Officer not available for signature" (and if this entry is required it is addressed in PART VIIc of the Senior Rater's comments). DO NOT use bullet comments. Make all comment blocks one (1) continuous prose paragraph. And most of all WHEN IN DOUBT, READ THE REGULATION.]***
7. Enclosure 2 is extracts from AR 623-105 and AR 680-29.
8. Enclosure 3 is the PERSCOM "Checklist for Preparing the New Evaluation Report (OER)"
9. Enclosure 4 is a PERSCOM "Information Paper" on the new OER.
11. Enclosure 5 is a copy of PERSCOM "Frequently Asked Questions".
12. Enclosure 6 is the NGB Memorandum, Subject: "Request for Processing Officer Evaluation Report (OER); RETURNED WITHOUT ACTION". This is the memorandum checklist with a listing of reasons OERs will be returned from NGB due to administrative deficiencies.
13. Enclosure 7 is a sample of a Senior Rater Profile Record sheet.
14. Enclosure 8 is the current OTAG OER Checklist used when making command visits.

## UNIT LETTERHEAD

S: Date

Your Office Symbol

Date

MEMORANDUM FOR (Rated officers rank, name and address)

SUBJECT: Officer Evaluation Report (OER) Referral (Report period), (Rank and Name of rated officer)

1. Under provisions of AR 623-105, paragraphs 3-32 and 3-33 the enclosed copy of DA Form 67-9 for the period (REPORT PERIOD), is referred to you for acknowledgement. The specific reasons for referral is (cite the reason (s) found in AR 623-105, applicable sub-paragraphs of paragraph 3-32).
2. You must acknowledge receipt of the enclosed copy and may provide comments if desired. Any comments submitted must be factual, concise, and limited to matters directly related to the evaluation on the referred report. Enclosures to comments provided are not authorized and will be withdrawn prior to forwarding the report, referral acknowledgement and comment to Chief, NGB.
3. Should you submit comments with your acknowledgement you are advised that they will not constitute a request for a Commander's Inquiry or Appeal. Such request must be submitted separately under the provisions of AR 623-105, chapter 6 as appropriate.
4. Acknowledge receipt of the referred OER and submit any desired comments, by return endorsement, in accordance with the above indicated suspense date.

**Encl**

**SENIOR RATER  
SIGNATURE  
BLOCK**

## Checklist for Preparing the New Officer Evaluation Report (OER)

The following is an unofficial checklist for use by rating officials and personnel responsible for administering OERs in units. This is not an inclusive list, it merely lists some of the areas of the DA Form 67-9 that have generated a number of mistakes or questions from users. Refer to the AR 623-105, dated 18 Apr 98 for authoritative information regarding the preparation of DA Form 67-9. Pass this checklist along to rating officials and personnel managers in your unit.

- For all dates on the 67-9 the “Year” must contain four digits, i.e. “2000.” The following parts of the OER require input of the four digit “Year”; **Parts Id., li., Ila., Ilb., Ilc., IVc.**, and on the top of the reverse side of the form.
- **Part Ip.** The PSB code should be the code for the PSB that supports the rated officer's installation.
- **Part Ila,b,c.** Ensure that social security numbers are correct and that rating officials are qualified (see chapter 2, AR 623-105). (Note: Senior raters should signature date (typed) the OER personally; do not leave the date blank for the PSB to complete.)
- **Part Ilc.** For “Branch” – use the Army Branch for senior raters who are Army officers, i.e. IN, QM. For sister service senior raters, use the branch of service, i.e. USN, USAF. For civilian senior raters enter DOD/DAC etc.
- **Part Ild.** Eliminates the need to forward a copy of the rating official's memorandum informing the rated officer that the report is referred (unless the rated officer is unavailable for signature). Only the rated officer's response, if any, should be attached and forwarded to HQDA.
- **Part IVb.** The rater must check a “Yes” or “No” for all 16 boxes, and then select one of the three *Attributes*, two of the four *Skills*, and three of the nine *Actions* that best positively describe the rated officer. Note: These selections must be made even in the case of a relief for cause.
- **Part IVc.** Type a “Yes” or a “No” next to the weight indicating whether the rated officer meets the body composition standards per AR 600-9.



## Checklist for the new Officer Evaluation Report (OER)

Page 2 of 2

- **Part IVd.** If the rated officer does not rate any lieutenants or warrant officers one then the “NA” block is used. The intent of this block is to evaluate the rater of LTs and WO1s; it is not to evaluate the LTs and WO1s themselves. (For example a CPT, who rates a LT, would have the Yes or No block checked on his/her OER. The LT would have the NA block checked on his/her OER.)
- **Part Vb.** This section requires narrative comments on both performance and potential. It is recommended that the rating official end with comments related to **potential for promotion, schooling, and command selection.**
- **Part Vc.** There are two parts to this portion of the OER. First, the rater should use this section to identify any unique skill the rated officer possesses which is not adequately addressed in other portions of the evaluation. For example, this may include such things as an in-depth understanding of a foreign culture or an expertise in a particular technology. The rater **should not** use this section to make comments on potential. Secondly, upon implementation of OPM XXI, raters are required to enter a recommended Career Field for future service for CPTs through LTCs.
- **Part VIIa.** Here the senior rater is making a very general evaluation, using his/her general knowledge of all Army officers of the same grade to make a comparison of the rated officer. There is no restriction in this section to use the “Best Qualified” box. Also, at the right hand side of the section, the senior rater annotates how many Army officers of the same grade and same component (i.e. Active Army, ARNG, USAR) are in the current senior rating population.
- **Part VIIb.** Here the senior rater is making a very specific evaluation of the rated officer against all other officers of the same grade in his/her current rating profile and/or current senior rating population. The number of top block checks that will generate an “Above Center of Mass” label is restricted to less than 50% of all reports completely processed for that senior rater in that grade (to include the report that is currently being rendered).
- **Part VIIc.** In the narrative portion, the senior rater may not mention where the “X” was placed in Part VIIb. Also, ensure that prohibited narrative gimmicks, unproven derogatory information, prohibited comments, and reference to marital status and spouse are not included (paragraphs 3-26 through 3-29 of AR 623-105).
- **Part VIId.** Three recommended future assignments must be listed even in the case of a relief for cause. The senior rater **should not** use this section to make comments on potential. Upon OPM XXI, the Army competitive category CPT through LTC, also indicate a potential career field for future service.

**INFORMATION PAPER**

SUBJECT: The New Officer Evaluation Reporting System (OERS)

1. PURPOSE: To provide information related to the New OERS.

2. FACTS:

a. The new OERS went into effect on 1 October 1997 for Active Component (AC) officers and Title 10 Army National Guard officers. Army National Guard officers fell under the new system 1 June 1998 while the U.S. Army Reserve officers came under the new OERS 1 October 1998.

b. As of 1 December 1999 only 32 percent of all OERs processing at PERSCOM were above-center-mass. The vast majority of OERs arriving at PERSCOM are center-of-mass. Nine misfires have occurred with more than 1,778 misfire prevention contacts to date. (Senior rater checked ACOM and did not have the profile to support the rating, therefore the report receives a COM label.)

c. All boards selected officers for promotion with at least one 67-9 COM report in their file. Conversely, all boards non-selected officers with at least one 67-9 ACOM report in their file.

d. Some areas of the OER causing confusion and processing errors are:

- Part Vb – Comments on both performance and potential are required
- Part Vc – Use this section to identify any unique skills or areas of expertise that the rated officer possesses. (Not for comments on potential.) Effective 1 January 1999, OPMS XXI comments on career field/functional area or branch are mandatory.
- Part VIIa & VIIb – There is no required link between the two blocks. The senior rater is providing two different evaluations. Bottom line – it is possible, even probable, that an officer receiving a COM label would also receive a “best qualified” in part VIIa.

e. Key points of senior rater emphasis for continued success of the new system are:

- Pass support form two levels down, lead by example.
- Watch JODSF program and make sure counseling is being done.
- Know your population, e.g., how they perform, when they go before boards, when reports will be due...
- Look ahead, establish a plan, develop a rating philosophy based on “center-of-mass” norm. Understand OER sequencing (batch processing at PERSCOM).

## INFORMATION PAPER

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f. Effective 8 December 1998, PERSCOM activated the OER Interactive Voice Response System (IVRS). IVRS provides callers the date of the last processed OER and/or date the last official photo received at PERSCOM. AER information is also available for reports received after 1 January 1999.

g. Another initiative closely related to OERs is a program to restrict access, or "mask", second lieutenant OERs upon promotion to captain and warrant officer one OERs upon selection to chief warrant officer three. Beginning October 1997, all officers began having their second lieutenant OERs moved to the restricted portion of the OMPF in the month the officer is promoted to captain. WO1 masking started the first quarter of FY 99 with the initial requirement being to mask all WO1 OERs for promotable CW2/CW3/CW4 prior to the FY 99 CW4 and CW5 boards.

h. The operational proponent for OERs is PERSCOM's Evaluation Systems Office at COML: (703) 325-9660 or DSN: 221-9660.

### **Senior Rater Profile Information**

To discuss their profile or OER sequencing, senior raters must contact one of the following numbers:

**Active Duty:** COML: (703) 325-9660; DSN: 221-9660 or e-mail [tapcmse@hoffman.army.mil](mailto:tapcmse@hoffman.army.mil)

**Army Reserve.** AR-PERSCOM, COML: 1-(314)592-0000 EXT: 4033; DSN: 892-0000, EXT: 4033

**Army National Guard.** COML: (703) 607-9123; DSN: 327-9123

OERS information is also available online at [www-perscom.army.mil](http://www-perscom.army.mil). Click on OERS information.

<http://www-perscom.army.mil/tagd/oers/info.htm>

# General Information

**1. Q:** When should I use the “P” indicator next to the rank in Part Ic?

**A:** When rated officers have been selected for promotion and are serving in an authorized position for the grade to which they are to be promoted, enter “P” next to their current grade (e.g. CPTP, LTCP, CW2P). These reports will profile against the promotable grade population (i.e. CPTP will be profiled as a MAJ).

**2. Q:** Who is Part IVd, Junior Officer Development, for on the OER?

**A:** The requirement of the box check in Part IVd, Junior Officer Development, is for the rater to evaluate the rated officer’s compliance with the JODSF counseling requirement if the rated officer rates LTs/WO1s. If the rated officer does not rate a LT/WO, the “NA” should be checked.

**3. Q:** How important is it that rated officers sign their OER?

**A:** It is extremely important. So much so that a change was made to AR 623-105 that made it impossible for officers to sign their report up to 14 days earlier than the THRU date of the OER. This change ensures that officers will have time to sign their reports before leaving the duty station. You also must take into consideration what the officer’s signature indicates. The officer’s signature on an OER indicates that the administrative data is correct and that they have seen the final version of the report to include the senior rater box check. If, for some reason, the rated officer is not available for signature, the senior rater will explain why in Part VIIc. It is also very important that raters and senior raters sign the report. PERSCOM will return OERs without the rater or senior rater signatures to the supporting PSB/MPD.

**4. Q:** Is it appropriate to use acronyms in rater and senior rater narratives?

**A:** There are no regulatory inhibitors for the use of acronyms. However, you must concern yourself with who is going to read and interpret the OER. DA selection board members are not all from the same background and might not understand the meaning of other branch acronyms. It is much better not to use acronyms.

**5. Q:** Are officers with COM reports in their file being promoted?

**A:** Yes. Understand that most officers under the old 67-8 system were receiving COM top block reports. Since the inception of the new OER, 67-9, every promotion board that has met recommended officers for promotion with the 67-9 COM report in their file. Bottom line is that the whole file determined selection more than the new OER.

**6. Q:** Does my senior rater's profile get printed on my OER so boards can see where I stood?

**A:** No. Once your OER is profiled at PERSCOM it receives a HQDA label that is electronically overlaid on part VIIb., Potential. The label is composed of name and SSN of the rated officer and senior rater, total rating (total number of ratings the senior rater has made in that particular grade), and ratings this officer (total numbers of times this officer has been senior rated by this senior rater). There isn't any profile printed that would show where you stack against others evaluated by the same senior rater.

**7. Q:** Can I get a copy of my senior rater's profile?

**A:** No. Senior rater profile is a management tool specifically for all senior raters of Army officers. It is a tool to help senior raters manage all the ratings they make during their career. Proper utilization of the profile ensures compliance of the less than 50 percent standard for ACOM reports. We treat the senior rater profile as private information and therefore will only provide it to the senior rater.

<http://www-perscom.army.mil/tagd/oers/geninfo.htm>

NGB-ARP-C (623-105)

## MEMORANDUM FOR RECORD (CAARNG)

SUBJECT: Request for Processing Officer Evaluation Report (OER); RETURNED WITHOUT ACTION

1. Enclosed document/correspondence pertaining to Jefferson, Russell O. ,CPT 000-00-0000, 980601-990531 is returned without action for the following (X) reason(s):

- (X) The report submitted margins on front and back, top and bottom of form, are not aligned to properly scan document.
- (X) Document is not stamped "True Certified Copy, Process as an Original". See AR 623-105, paragraph 5-17c.(3).
- (X) Body of submitted report is not centered on paper. Margins on front, top and bottom of form are not aligned to properly scan document.
- (X) "From" date of report is incorrect, effective date of new DA Form 67-9 began 1 June 1998.
- (X) Backside of report submitted is not a clear original so that legible copies can be made. Image of form will not read legibly if scanned. See AR 623-105, paragraph 3-34a.
- (X) The report submitted is not a clear original so that legible copies can be made, image of form will not read legibly if scanned. See AR 623-105, paragraph 3-34a.
- (X) Evaluation reports will be printed on one sheet of paper front and back, head to foot. See AR 623-105, paragraph 3-34a.
- (X) Underlining of words in sentences in Part Vb is prohibited. See AR 623-105 paragraph 3-26c.
- (X) Fonts on form are unauthorized, either use pica (10 pitch) or elite (12 pitch). The most commonly accepted fonts are electronically generated forms is CG Times or Times New Roman. See AR 623-105, paragraph 3-34.
- (X) Period covered in Part Ii does not have the 4-digit year format. See AR 623-105, paragraph 3-16d(8).
- (X) CMD or PSB codes missing in Part 1, See AR 623-105, paragraph 5-17.
- (X) Months rated do not match period covered in Part I I & j, See AR 623-105, paragraph 3-16d(9).
- (X) Rater and senior rater ranks in Part II a & c are missing. See AR 623-105, paragraph 3-17b.
- (X) Senior rater not qualified in Part IIc. See AR 623-105, paragraph 2-6a(3). States minimum grade for a military senior rater is Major. See paragraph 5-17i(1) for ARNG exception to the two grade rule.
- (X) Senior rater not qualified in Part IIc. See AR 623-105, paragraph 2-6b(2)(a). States that senior rater must be at least on grade higher than the rated officer.
- (X) Senior rater telephone number and electronic mail address missing Part II-c. See AR 623-15, paragraph 3-17c(6).
- (X) Referred YES/NO block check in Part II-d is missing. See AR 623-105, paragraph 3-32.
- (X) Referred block check in Part II-d for APFT failure is missing. See AR AR 623-105, paragraph 3-32.
- (X) Rated officer signature block left blank in Part II-e. See AR 623-105, paragraph 2-6b.
- (X) Part III missing Principal Duty Title & Position AOC/BR. See AR 623-105, paragraph 3-18.
- (X) Excessive use of Capital letters in Part III is prohibited. See AR 623-105, paragraph 3-26c(2).
- (X) A "No" box check made in Part IV b.3, referred box check not marked in Part II-c. See AR 623-105, paragraph 3-32c.

- (X) Part IV-c missing APFT PASS/FAIL, and date. See AR 623-105, paragraph 3-19-1 c(1).
- (X) Part IV-c missing Profile date. See AR 623-105, paragraph 3-19 1b(1).
- (X) Part IV-c missing Height/Weight Yes/No. See AR 623-105, paragraph 3-19 1c(1).
- (X) APFT and HT/WT in Part IV-c must be typed or computer generated; hand written ink entry is prohibited. See AR 623-105, paragraph 3-34 a.
- (X) Part IV d missing block check on JODSF. See AR 623-105, paragraph 3-19.2.
- (X) Period covered in Part I-j and Part V does not have the 4-digit year format. See AR 623-105, paragraph 3-16d(8).
- (X) Excessive use of capitalization in Part V is prohibited See AR 623-105, paragraph 3-26c.
- (X) Rater mandatory retirement comments missing in Part V-b. See AR 623-105, paragraph 3-20b(2).
- (X) Rater's comments for failed APFT in Part V-b missing. See AR 623-105, paragraph 3-19.1b(2).
- (X) Rater mandatory potential for promotion comments missing in Part V-b. See AR 623-105, paragraph 3-20b(2).
- (X) Comments in Part V-c do not address unique skills nor indicate potential career field for future. See AR 623-105, paragraph 3-20b(2)(a).
- (X) Bullet comments in Part V-c are unauthorized. See AR 623-105, paragraph 3-26c.
- (X) Part VII-a missing current number of officers being senior rated by grade, and/or DA Form 67-9-1 received box check is blank.
- (X) Three future assignments for the rated officer are missing in Part VII-d, See AR 623-105, paragraph 3-22c(4)(a).

( ) Other.

Explanation: Double spacing between paragraphs in Part V-b is prohibited. See AR 623-105, paragraph 3-26c(4). Submitted report is an unauthorized RCAS form. If you use Jetform Filler 5.1, download the correct forms from <http://55.81.20.248/Jetforms/daform' 679.htm>.

2. Point of contact for this action is SSG R.O. Jefferson, Personnel Division, Officer Management Branch, at COML: 703-607-9116 or DSN: 327-9116

## Instructions for Senior Rater Profile Record Worksheet

This worksheet is designed to assist senior raters in keeping track of ratings rendered under the new Officer Evaluation System (OERS). This unofficial worksheet mirrors the information found on the DA Form 67-9-2.

Senior raters should maintain a separate worksheet for each grade. Promotable officers serving in positions authorized at the promotable grade will be profiled at the higher grade. Also, under the new OERS, lieutenants are no longer grade group combined. There is a separate profile for First Lieutenants and Second Lieutenants.

This is an unofficial worksheet which may be modified to meet individual needs. Instructions for each column on the worksheet follows:

1. **NAME.** Name of the rated officer
2. **Type of Report.** Change of Rater-CR; Change of Duty-CD; PCS-PCS; Annual-AN; Complete the Record-CTR; Senior Rater Option-SO; Relief for Cause-RFC.
3. **Thru date.** From the OER.
4. **Box Checks.** The check the SR made on the OER, for the purpose of tracking 3rd and 4th boxes are combined.
5. **Profile.** The senior rater's profile at the time the report is rendered. (Note: per senior rater's records, should be verified with PERSCOM periodically)
6. **Date to DA.** Date the report was sent to HQDA.
7. **Date Received DA.** Must check with PERSCOM for date.
8. **DA Label.** Label applied (must check with DA PERSCOM)
9. **ACOM Goal 33%.** Number of ACOM reports the senior rater can give to be at 33% based on Profile Chard on page 31 of DA PAM 623-105.
10. **% Total Top Block.** Top block total divided by profile total.



Name	TypeRpt See SR OER Mgt Plan for Codes	Thru Date from OER	Box Checks from OER (Note - 3/4 Boxes combined for tracking)	Profile Current profile per SR records, (Note SR should verify with PERSCOM periodically)	Date To DA Date SR sent rpt(s) to DA. Must verify process date at DA	Date Rec'd at DA (SR must check with DA for DATE) (*)	DA Label when rpt(s) process at DA. (Must check with DA)	# ACOM Rpts to be at 33% (See SR Profile Chart page 31 of OER PAM 623-105)	Top Box Total Divided by Profile Total  (**)					
Name	Type Rpt	Thru Date	Box Checks Profile							Date to DA	DATE Rec'd	DA	33% Goal (Cushion)	% Total  1st Block
			1	2	3/4	1	2	3/4	Total					
Black, A	CR	4-May-00		1		0	1		1	15-May-00	21-May-00	COM	0	0%
Smith, D	CR	4-May-00	1			1			2	15-May-00	21-May-00	ACOM	0	50%
Jones, T	CR	4-May-00		1		1	2		3	15-May-00	21-May-00	COM	1	33%
Davis, R	CR	4-May-00		1		1	3		4	15-May-00	21-May-00	COM	1	25%
Pike, M	CR	4-May-00		1		1	4		5	15-May-00	21-May-00	COM	1	20%
Bass. S	CD	15-Jun-00		1		1	5		6	12-Jul-00	22-Jul-00	COM	1	17%
Doe, J	PCS	15-Jun-00	1			2	5		7	12-Jul-00	22-Jul-00	ACOM	2	29%
Buck, J	CR	10-Jul-00		1		2	6		8	8-Aug-00	17-Aug-00	COM	2	25%
Fawn, B	CR	10-Jul-00	1			3	6		9	8-Aug-00	17-Aug-00	ACOM	3	33%
Rockfish, A	AN	31-Jul-00		1		3	7		10	22-Aug-00	4-Sep-00	COM	3	30%

(\*)" Remember OERs are processed together as a batch and incremented against the senior rater's profile based on their day of receipt at HQDA."

(\*\*) Except for 1st single top box less than 50% is passing. Note: Promotable Officers serving in positions authorized the promotable grade will be profile at the promotable grade if listed as (P) in the grade block of the OER.



## Officer Evaluation Report Inspection Checklist

REFERENCE: AR 623-105, dated 01 October 1997

UNIT Inspected:  
Date of Inspection  
Inspector:  
Unit POC / Phone #:

1. Has a rating chain been established and distributed for the command? [Para ; 2-1 thru 2-3 page 4: Para 5-6 page 47]

YES \_\_\_\_\_

NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

2. Are the 67-9-1 support forms being utilized and was a face-to-face between the rated officer and Rater conducted? [Para 1-8c(2)(b) page 2; Para 3-4c(c) page 11]

YES \_\_\_\_\_

NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

3. Does the S1/Admin Officer know where to locate the "Codes and Reasons for Submitting Reports" and the "Codes and Reasons for Nonrated Periods"? [Tables 3-3 and 3-4 pages 26 & 27]

YES \_\_\_\_\_

NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

4. Does the S-1/Admin Officer know under what conditions a mandatory report (120 minimum) is required? [Para 5-21 page 51]

YES \_\_\_\_\_

NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

5. Does the S-1/Admin Officer know what a referred OER consists of? [Para 3-32 & 3-33 page 21; Para 5-24 page 47] and know the appeal procedures and where to forward an appeal? [ Table 5-1 page 53]

YES \_\_\_\_\_

NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Does the S-1/Admin Officer know under what conditions a mandatory report is required (other than the 120 minimum)? [Para 5-22 page 51]

**YES**\_\_\_\_\_

**NO**\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

7. Does the S-1/Admin Officer know what the Command Code is for National Guard Units? [Ref Table 3-5 page 27 and referred to Para 2-4 AR 680-29]

**YES**\_\_\_\_\_

**NO**\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

8. Is each rated officer given a copy of his/her completed OER? (Para 5-4 page 47)

**YES**\_\_\_\_\_

**NO**\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

9. Are comments being made in Part Vb (rater's narrative) regarding the rated officers potential for promotion and military education? [Para 3-20b(1) page 18; Para 5-4b(11) page 47 and Para 5-17g(2) page 50]

**YES**\_\_\_\_\_

**NO**\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

10. Does the unit currently have delinquent OERs?

**YES**\_\_\_\_\_

**NO**\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX D**

### **SAMPLE FORMATS OF OFFICER ORDERS REQUESTS**

- REQUEST FOR OFFICER REASSIGNMENT
- REQUEST FOR OFFICER TRANSFER
- REQUEST FOR TRANSFER TO INACTIVE NATIONAL GUARD